

Damaged goods claim letter to insurance company

Dear [insurance company name],

I have previously insured shipment number 12346 from [supplier name] with your company under policy number [456789]. The policy covers damages that may happen during shipping or delivery.

Unfortunately, the goods were received in a bad condition most probably during the shipping phase.

[Feel free to describe the damage in writing]

I would like to request for an immediate reimbursement of the received goods as outlined in the agreement referenced above.

Regards

Get more templates here:

<https://www.lettersandtemplates.com/letters/claim-letter-for-damaged-goods>