

Claim letter to insurance company for damaged goods

Subject: Insurance Claim for Goods Damaged in Transit

Dear [Insurance Company Claims Department],

I am submitting this letter to lodge a formal claim for the goods damaged during transit under policy number [Policy Number]. The goods were shipped by [Carrier Name] under consignment number [Tracking Number] and were received on [Date]. Upon inspection, I found that the items were severely damaged, specifically [detailed description of the damages].

The value of the damaged goods is [Amount], and I request compensation as covered under the insurance terms. Enclosed are the shipping documents, invoices, and photographs of the damaged items to support my claim.

Please confirm receipt of this claim and inform me of any additional documentation required to process it. I look forward to your swift action.

Sincerely,

[Your Name]

[Your Company, if applicable]

[Your Contact Information]

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