

Formal claim for lost goods shipment

Subject: Claim for Lost Goods During Shipment

Dear [Logistics Manager's Name],

I am writing to formally file a claim regarding the shipment under tracking number [XXXX], which was scheduled to be delivered on [date]. Unfortunately, upon delivery, several items were missing from the consignment. The lost goods include [list of goods with quantities and values].

As per the shipping agreement and insurance coverage, I kindly request compensation for the missing goods. I am attaching the invoice, delivery receipt, and photographs of the received items for your reference.

Please acknowledge receipt of this claim and inform me of the next steps in the reimbursement process. I appreciate your prompt attention to this matter.

Sincerely,

[Your Full Name]

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