

Quick claim email

Subject: Missing Items from Delivery - Claim Request

Dear [Courier Service Team],

I recently received parcel number [tracking ID], but some goods were missing from the package.

Specifically, [list of items] were not included.

I request immediate investigation and compensation for the missing items. Please confirm the claim process and timeline.

Regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/claim-letter-for-lost-goods>