

Official business claim

Subject: Official Claim for Lost Goods

Dear [Recipient's Name],

On behalf of [Company Name], I am filing a claim for the loss of goods shipped under reference number [XXXX]. The goods were scheduled to arrive on [date], but the delivery was incomplete. The items lost include [list of items with quantity and value].

As this has caused operational disruptions, we request prompt compensation or replacement. Supporting documents including invoices, purchase orders, and delivery receipts are enclosed.

Kindly respond with an acknowledgment and the expected resolution timeline.

Respectfully,

[Your Name]

[Designation]

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