

Damaged Shipment Claim Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Shipping Company Name]

[Claims Department]

[Company Address]

[City, State, ZIP Code]

Subject: Claim for Damaged Shipment - Tracking Number: [Tracking Number]

Dear Claims Department,

I am writing to report the receipt of a damaged shipment with tracking number [Tracking Number], which was delivered to me on [Delivery Date]. The shipment contained [Briefly describe the contents of the shipment].

Upon inspection, I discovered that the shipment had suffered significant damage during transit. I have attached photographs of the damaged items, the packaging, and the shipping label as evidence of the condition in which the package arrived.

I kindly request your assistance in processing a claim for the damaged shipment and arranging for a replacement or reimbursement for the value of the damaged items.

If you need any further information or documentation, please do not hesitate to contact me at

[Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]