

Claim Letter

This claim is for US\$: _____ For: Damage Shortage

Commodity Description: _____

Date and place damage or shortage was first discovered: _____

Description of Loss: _____

Bill of Lading #: _____ Dock Receipt #: _____

Itemized statement showing how amount claimed is determined

(Number and description of articles, nature and extent of loss or damage, invoice price of articles, etc.)

Example: 1 Refrigerator Model #FRIGID12345, dented on right side of door

Value: \$799.95

	\$
	\$
	\$
	\$

Total Amount of Claim in USD \$

In order to file a claim, the following support documents are required:

- 1. Bill of Lading
- 2. Delivery receipt(s)
- 3. Invoices highlighting damaged/short items
- 4. Photos of damage.
- 5. Other relevant information or documentation pertaining to the claim if applicable

Note: Damaged goods must be retained for presentation at time of settlement

Company: _____ Today's Date: _____

Contact: Mr./Mrs./Ms. _____ Phone: _____

Email: _____ Fax: _____

Mailing Address: _____

City: _____ State/Country/Zip: _____

Signature: _____