**SAMPLE LETTER OF NOTICE OF LOSS TO THE CARRIERS**



*DATE*

ATTN: *Claims Department*

*Name and Address of Transportation Carrier*

RE: *Vessel, Airline, or Truckers Name*

 *Bill of Lading Numbers*

 *Bill of Lading Date*

 *Description of Shipments*

 *Reference No.*

We formally file claim on you in the amount of USD for the above-captioned shipment which was received short and/or damaged for which we hold you **fully** responsible.

Upon request, additional documents will be furnished substantiating the claim.



*Describe specific loss or damage (i.e. container was received five cartons short or nature of damaged goods).*

We invite you to contact the undersigned and arrange to survey the damaged shipment. In addition, we confirm that our Cargo Insurer’s have been placed on notice via their Claim Agent, W K Webster.

Thank you for your prompt reply.

Sincerely,