

Claim Letter

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

Commodity Description:

Date and place damage or shortage was first discovered: _____

Description of loss:

Bill of Lading # _____ Shipment # _____

Itemized statement showing how amount of claim is determined

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

	\$
	\$
	\$
	\$

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

1. Bill of Lading
2. Delivery receipt(s)
3. Invoices highlighting damaged/short items
4. Photos of damaged items
5. Stevedore report (where applicable)
6. Container condition report (where applicable)
7. Other relevant information or documentation pertaining to the claim

Company: _____ Date: _____

Contact: _____ Phone: _____

Email: _____ Fax: _____

Signature: _____

Company Stamp: