

# 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 #: \_\_\_\_\_ Shipment #: \_\_\_\_\_

## 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 damages for claims exceeding US\$750.00
- 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:   mm /  dd /  yyyy

Contact: Mr./Mrs./Ms. \_\_\_\_\_ Phone:   (    )

Email: \_\_\_\_\_ Fax:   (    )

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_