

# Claim Letter

This claim is for USD\$:

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.
- 6. Two repair estimates if applicable (when cargo can be repaired).

## Damaged goods must be retained for presentation at time of settlement.

Please issue settlement in the following currency (select one): USD  KYD  BSD

Settlement will be issued to the party as listed on the bill of lading or insurance certificate.

If this is not acceptable, please provide more information herein.

Claim settlement to be made payable to:

Company:

Today's date:

Contact: Mr./Mrs./Ms.

Phone:

Mailing address:

Email:

City:

State/Country/Zip:

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