

Loss Notification Letter

To,
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address Line 1]
[Supplier's Address Line 2]
[City, ZIP Code]

Date: [DD/MM/YYYY]

Subject: Loss Notification Regarding Shipment/Consignment No. [Insert Reference Number]

Dear [Supplier's Name],

We regret to inform you that there has been a loss involving the goods supplied under the above-mentioned consignment/shipment dated [Invoice/Order Date], with reference number [Insert Reference Number].

Upon inspection, it was observed that [briefly describe the nature of the loss, e.g., "a part of the goods were found missing/damaged/unusable" or "the goods were lost in transit"]. The details of the lost goods are as follows:

Product Name/Description: [Product Details]

Quantity: [List Missing/Damaged Quantities]

Invoice/Delivery Note No.: [Insert Number]

We request you to investigate this loss at your earliest convenience and arrange for the necessary action, such as replacement, reimbursement, or credit note as per our agreement.

Please acknowledge receipt of this notification and revert with your response regarding the resolution process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation]
[Your Company Name]
[Contact Information]

Important Notes:

- Clearly mention all reference numbers (invoice, delivery, order, etc.) for traceability.
- Attach any relevant supporting documents (photos, delivery notes, inspection reports).
- Send the notification as soon as the loss is discovered to comply with claim timelines.

- Keep records of all correspondence for future reference and resolution.
- Ensure your terms with the supplier regarding loss/damage are clearly mentioned in your agreements.