

# Letter of Declaration for Lost Goods

June 18, 2024

To:  
Customer Service Department  
ABC Logistics Company  
123 Main Street  
City, State ZIP

Subject: Declaration of Lost Goods

I, John Doe, residing at 789 Elm Street, City, State ZIP, hereby declare that I have lost the following goods during transit/shipment under the following details:

**Item Description:** Wireless Headphones  
**Quantity:** 2 units  
**Tracking/Reference Number:** XYZ123456789  
**Date of Loss:** June 10, 2024

The goods were last seen on June 10, 2024, at the delivery hub. Despite my efforts to locate the goods, including checking with the relevant courier and storage points, the items remain missing.

I hereby declare that the information provided above is true and correct to the best of my knowledge. I request your assistance in processing my claim for the lost goods.

Attached are copies of identification, purchase invoice, and other relevant documents as required.

Thank you for your attention to this matter.

Sincerely,

John Doe  
(Signature)

## Important Notes

- Provide accurate and complete information regarding the lost item(s).
- Attach copies of relevant supporting documents, such as purchase receipts and identification.
- Ensure the declaration is signed and dated.
- Send the letter to the appropriate department or authority.

- False declarations may result in legal consequences.