

Consignment Loss Notice Letter

Sender Name
Sender Address Line 1
Sender Address Line 2
City, State, ZIP
Email: sender@email.com
Phone: (123) 456-7890

Recipient Name
Company Name
Recipient Address Line 1
Recipient Address Line 2
City, State, ZIP

Date: [Insert Date]

Subject: Notice of Consignment Loss – [Consignment Reference/Number]

Dear [Recipient Name],

We are writing to formally notify you of a loss involving the consignment referenced above, which was shipped on [Date of Shipment] via [Carrier/Transporter Name], under the tracking number [Tracking Number/Reference].

Upon delivery/arrival at the designated location on [Date of Receipt/Intended Receipt], it was observed that the consignment was either partially or completely missing/damaged. The loss identified pertains to the following items:

- [Description of Lost/Damaged Item(s)]
- [Quantity, Value]

We request your cooperation in investigating this matter at the earliest and providing compensation in accordance with the consignment agreement and applicable policies.

Please find attached relevant supporting documents including the consignment invoice, delivery receipt, and photographs (if any). Should you need any further details or clarification, kindly contact us at the details provided above.

We expect your prompt response to initiate the necessary action on this matter.

Sincerely,

[Sender Name]
[Designation]
[Company Name]

- This notice should be sent as soon as the loss is identified to avoid disputes.
- Attach supporting documents such as invoices, delivery notes, and photos of lost/damaged items.
- Include all relevant consignment and contact details for clear identification.
- Keep a record of all correspondence related to the claim for future reference.

- Review contract terms and claims policy before sending the letter.