

# Loss Notification Email Template

## For Logistics Incidents

**To:**

[Recipient's email address]

**Cc:**

[Relevant stakeholders]

**Subject:**

Loss Notification – Logistics Incident [Reference Number]

Dear [Recipient Name],

We hereby notify you of a loss incident involving one of our shipments under the following details:

**Incident Details:**

**Date of Incident:** [Date of loss]

**Location:** [Address or site]

**Shipment Reference:** [Shipment or consignment number]

**Items Impacted:** [Description of goods]

**Estimated Loss Value:** [Value in USD/EUR/Other]

**Description of Incident:** [Brief description of what happened]

All available documentation and evidence related to the incident (such as delivery notes, photographs, and any relevant correspondence) are attached for your review.

Please acknowledge receipt of this notification and advise on the next steps regarding claim procedures.

Should further information be required, do not hesitate to contact us.

Kind regards,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Details]

## Important Notes

- Loss notifications should be sent as soon as possible after discovering the incident.
- Include accurate and complete details to facilitate a faster claim process.
- Attach all necessary supporting documents and evidence with your initial email.
- Ensure recipients and stakeholders are copied appropriately.
- Use a clear and consistent subject line for easy reference.