

Shipper's Formal Loss Notice Submission Format

1. Shipper Details

Shipper Name:

Address:

Contact Person:

Phone / Email:

2. Consignment Details

Consignment/Shipment No.:

Date of Dispatch:

Destination:

Carrier Name:

3. Loss / Damage Details

Date & Time of Loss:

Location:

Nature of Loss / Damage:

Estimated Loss Amount:

Description of Goods Lost / Damaged:

Supporting Documents Attached (if any):

4. Declaration

I hereby declare that the above information is true and correct to the best of my knowledge.

Name:

Signature:

Date:

Important Notes:

- Provide all available evidence and documentation to support your claim.
- Submission of incomplete or inaccurate details may delay processing.
- Maintain copies of all communication and submitted documents.
- Notify your insurance provider promptly if coverage is in place.
- This notice does not guarantee approval of reimbursement or claim.