

# Shipper's Formal Loss Notice Submission Format

## 1. Shipper Details

Shipper Name:

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Address:

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Contact Person:

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Phone / Email:

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## 2. Consignment Details

Consignment/Shipment No.:

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Date of Dispatch:

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Destination:

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Carrier Name:

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## 3. Loss / Damage Details

Date & Time of Loss:

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Location:

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Nature of Loss / Damage:

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Estimated Loss Amount:

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Description of Goods Lost / Damaged:

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Supporting Documents Attached (if any):

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## 4. Declaration

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

Name:

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Signature:

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Date:

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**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.