

Loss Intimation Letter for Shipping

Date: _____

To,
The Manager,
[Insurance Company Name]
[Branch Address]

Subject: Intimation of Loss during Shipment â€” [Policy No. _____]

Dear Sir/Madam,

I/We hereby wish to inform you about the loss/damage encountered during the shipment of goods as per details given below:

Shipment Details:

- **Consignee:** [Name]
- **Consignor:** [Name]
- **Shipping Bill/LR No.:** [Details]
- **Date of Dispatch:** [Date]
- **Policy/Cover Note No.:** [Number]
- **Description of Goods:** [Details]

Details of Loss:

[Briefly describe the loss, including date, place, and nature of loss/damage.]

I/We request you to kindly register our claim and initiate the necessary process for assessment and settlement.

Thank you.

Yours sincerely,

[Name]
[Designation/Company Name]
[Contact Details]

- Submit this letter immediately upon noticing any loss or damage during shipment.
- Attach all relevant documents (shipping bill, invoice, photographs, etc.).
- Retain all packaging and evidence for inspection by the insurer.
- Ensure accuracy of details to avoid claim processing delays.
- Keep a copy of this intimation for your records.