

Date: _____

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

Loss Intimation Letter for Shipping “ Insurance Claim

Policy Number: _____
Consignment Number: _____
Insured Name: _____

Subject: Intimation of Loss/Damage to Consignment “ Request for Insurance Claim

Dear Sir/Madam,

I hereby wish to intimate you regarding a loss/damage to the shipment covered under the above-mentioned insurance policy. The consignment dispatched on **[Date of Dispatch]** from **[Origin]** to **[Destination]** was found to be **[damaged/lost/partially lost]** upon delivery/inspection on **[Date of Detection]**.

Please find below the details of the incident:

- **Description of Goods:** _____
- **Nature & Extent of Loss/Damage:** _____
- **Estimated Amount of Loss:** _____
- **Name of Carrier/Shipping Company:** _____
- **Remarks (if any):** _____

We request you to kindly initiate the claim process at the earliest. All relevant supporting documents, including the shipping invoice, photographs of the damaged goods, and correspondence with the carrier, will be submitted as required.

Kindly acknowledge the receipt of this intimation and advise on the next steps for further processing of the claim.

Thank you.

Yours sincerely,

[Insured's Name]
[Contact Number]
[Email Address]

Important Notes:

- Notify the insurance company immediately upon discovery of any loss or damage.
- Provide accurate and detailed information regarding the loss for quicker processing.
- Attach all relevant supporting documents (shipping invoice, evidence, correspondence).
- Retain all packaging and damaged items for inspection until the claim is settled.
- Read your policy document to confirm coverage and comply with claim requirements.