

Loss Intimation Letter for Shipping – International Consignment

Date: _____

To,

The Manager

[Shipping Company Name]

[Shipping Company Address]

[City, Country]

Subject: Loss Intimation – International Consignment [AWB/Shipment No.: _____]

Sir/Madam,

We hereby inform you about the loss of our international consignment shipped via your company with the following details:

Consignment No.:	_____
Date of Dispatch:	_____
Sender Name & Address:	_____
Consignee Name & Address:	_____
Port of Loading:	_____
Port of Discharge:	_____
Nature of Goods:	_____
Approximate Value:	_____

The above consignment, which was expected to arrive at the destination by _____, has not been received till date. Despite repeated follow-ups, we have not received any satisfactory update regarding the whereabouts of the shipment.

We hereby request you to kindly initiate an immediate investigation and provide us with the status of our consignment. We also request you to acknowledge this letter as a formal intimation of loss for insurance and record purposes.

Thanking you,

Yours sincerely,

[Sender Name]

[Designation/Position]

[Company Name]

Important Notes:

- This letter should be sent as soon as the loss or non-receipt of the consignment is identified.
- Attach all supporting documents such as shipping bill, invoice, and correspondence with the carrier.
- Keep a copy of this letter and all communication for your records and insurance claims.
- Ensure correct and complete consignment details are provided to avoid delays.