

From:

XYZ Industries Ltd.
123, Industrial Area,
City Name, State, ZIP Code

Date: 30 June 2024

To:

The Manager
ABC Shipping Company
456, Marine Drive,
City Name, State, ZIP Code

Subject: Intimation of Loss during Transit â€“ [Consignment No./Invoice No.]

Dear Sir/Madam,

We regret to inform you that a loss has occurred during the transit of goods shipped under Consignment No./Invoice No. **[Insert Number]** dated **[Insert Date]**. The consignment was dispatched from our warehouse at **[Dispatch Location]** to **[Destination]** through your esteemed company.

On receipt of the consignment at our premises on **[Date of Receipt]**, it was observed that a portion of the goods was found to be missing/damaged. The details of the loss are as under:

- **Description of Goods:** [Product Name/Description]
- **Quantity as per Invoice:** [Quantity]
- **Quantity Received:** [Quantity]
- **Nature of Damage/Loss:** [Shortage/Physical Damage/Missing Items]
- **Estimated Value of Loss:** [Amount]

We request you to kindly initiate necessary action for survey, verification, and settlement of the claim at the earliest. Copies of the relevant documents such as Invoice, Lorry Receipt, Delivery Challan, and Photographs of the damaged goods are attached herewith for your reference.

Kindly acknowledge the receipt of this intimation and do the needful.

Yours faithfully,

Authorized Signatory

XYZ Industries Ltd.
Contact: [Email/Phone Number]

Important Notes:

- Mention exact details of loss with supportive evidence for faster processing.
- Send intimation to the concerned shipping or insurer company as soon as loss is detected.
- Attach all necessary documents such as invoices, receipts, and photographs.
- Retain a copy of this letter and all supporting documents for your records.
- Follow up regularly until you receive written confirmation of claim acceptance.