

# Loss Intimation Letter for Shipping – Shipping Delay Loss

Date: .....

Ref. No.: .....

To,  
The Claims Officer,

.....  
.....

**Subject: Loss Intimation for Delay in Shipping – Policy No.**

Dear Sir/Madam,

We wish to bring to your kind attention that due to an unexpected delay in shipment of our consignment under Invoice No. .... dated ....., covered by Policy No. .... and Bill of Lading No. ...., we have incurred a financial loss.

The expected date of arrival was ....., however, the goods actually arrived on .... Due to this delay, we have suffered consequential losses including but not limited to demurrage and storage charges.

We kindly request you to register our claim and initiate the process of assessment and settlement at the earliest.

The following documents are enclosed for your reference and further process:

1. Copy of Policy and Endorsements
2. Copy of Invoice/Bill of Lading
3. Delay Certificate from Shipping Line/Port Authorities
4. Correspondence with Transporter/Shipping Agent
5. Loss Calculation Statement

Kindly acknowledge receipt and let us know if any further information or document is required.

Yours sincerely,

.....  
(Authorized Signatory)

.....  
(Designation)

.....  
(Company Name)

## Important Notes:

- Always submit intimation at the earliest possible after occurrence of loss/delay.
- Attach supporting documents to validate the loss and cause of delay.
- Retain copies of all communication with shipping agents and insurers.
- Accurate and complete information helps in speedy claims processing.
- This format is a sample, kindly adapt details as per your actual scenario and insurance requirements.

