

Date: \_\_\_\_\_

To,  
The Manager  
[Name of Shipping/Transport Company]  
[Address Line 1]  
[City, State, ZIP]

## **Subject: Loss Intimation Letter – Shortage of Goods**

Dear Sir/Madam,

We wish to bring to your notice that a shortage of goods has been observed in the recent consignment delivered under the following details:

- **Consignment Note/LR No.:** \_\_\_\_\_
- **Date of Dispatch:** \_\_\_\_\_
- **Name of Consignee:** \_\_\_\_\_
- **Destination:** \_\_\_\_\_
- **Number of Packages Booked:** \_\_\_\_\_
- **Number of Packages Received:** \_\_\_\_\_
- **Shortage Noted:** \_\_\_\_\_

Upon receiving the consignment, it was found that there is a shortage in the number of items/packages as compared to the quantity booked as per the above details. We kindly request you to investigate the matter and resolve the shortage at the earliest.

Please acknowledge receipt of this letter and inform us regarding necessary action taken in this regard.

Thank you for your immediate attention.

Yours faithfully,  
[Your Name]  
[Your Designation]  
[Company Name]  
[Contact Details]

### **Important Notes:**

- Always provide complete and accurate shipment/consignment details.
- Report the shortage as soon as possible after delivery for prompt investigation.
- Keep copies of related documents such as invoices, delivery challans, and LR copies.
- Ensure your letter is addressed to the correct authority in the shipping/transport company.
- Follow up regularly to track resolution of your claim.