

Date: 10 June 2024

To,
The Manager,
[Shipping Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Loss Intimation – Stolen Goods During Transit

Dear Sir/Madam,

I am writing to formally intimate you regarding the unfortunate loss of goods that were entrusted to your company for shipment. The following consignment, shipped under the details provided below, has been reported as partially/fully stolen during transit:

Shipping Details:

- Consignment No.: [Consignment Number]
- Date of Shipment: [Date]
- Origin: [City, State]
- Destination: [City, State]
- Description of Goods: [Description]
- Value of Goods: [Currency][Amount]

The theft was brought to our attention on [Date of Discovery] when the delivery was either not completed or received in a tampered condition at the destination. We have already lodged a report with the local police authorities (Copy Attached) and are in the process of filing an insurance claim.

Kindly acknowledge receipt of this letter and initiate an investigation into this matter at the earliest. We request you to provide an official report regarding the loss, which will assist in further claiming insurance and fulfilling related formalities.

Please let us know of any additional documents or information required from our end.

Yours sincerely,

[Your Name]
[Designation]
[Company Name]
[Contact Number]
[Email Address]

Important Notes:

- Always attach a copy of the police report with the intimation letter.
- Preserve all shipping documents and delivery receipts for processing claims.
- Submit the intimation as soon as the loss is discovered to avoid delays.
- Retain a copy of this letter for your records and future reference.
- Follow up with both the shipping company and the insurance provider regularly.