

From:
[Your Name]
[Your Position]
[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]

Date: [Date]

To:
The Claims Handling Department
[Insurance Company / Shipping Company Name]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]

Subject: Loss Intimation for Undelivered Shipment â€” [Shipment Reference/Tracking No.]

Dear Sir/Madam,

I am writing to formally intimate you regarding the undelivered shipment sent through your services, as per the following details:

Shipment Reference / Tracking Number: [Tracking Number]

Date of Dispatch: [Date of Dispatch]

Consignee Name: [Consignee Name]

Origin: [Origin City/Country]

Destination: [Destination City/Country]

The above shipment has not been delivered to the intended consignee as of this date. Despite several follow-ups, there has been no update regarding the status or location of the shipment.

We kindly request you to initiate an investigation into the matter and treat this as an official notice of loss/undelivered goods per the terms and conditions of our agreement.

Kindly acknowledge receipt of this intimation and advise on the further process for claim settlement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]

Important Notes:

- Always retain copies of all correspondence and supporting documents.
- Submit the intimation as soon as loss is detected to avoid claim rejection.

- Mention all relevant shipment details clearly for quicker processing.
- Follow up regularly and keep records of communication with the concerned company.
- Check policy or contract conditions for timelines and documentation requirements.