

Your company's letterhead

SPECIMEN – NOTICE OF CLAIM

To : To insert company's name of Carriers/Transporters/Forwarders
Date :

Dear Sirs

NOTICE OF CLAIM

We regret to advise that the loss/damage was found in connection with the following shipment:-

Name of Vessel/flight no. :
Port of Loading :
Port of Discharging :
Date of Arrival :
B/L No./AWB no. :
Description of goods :
Nos. of packing :
Description of loss/damage :

In consideration of this fact, we hereby declare that we reserve our rights to file a claim with you when the details and amount are ascertained.

You are requested to investigate the matter immediately, and your earliest reply in writing will be much appreciated.

Yours faithfully

.....
Authorised Signature
Name :