Date:

To: *[Name of ocean carrier]\_\_*

From:

Reference:

|  |  |  |
| --- | --- | --- |
|  | Vessel: |  |
|  | Bill of Lading No: |  |
|  | Bill of Lading Date: |  |
|  | Loading Port: |  |
|  | Consignee: |  |
|  | Discharge Port: |  |
|  | Discharge Date: |  |
|  | Commodity: |  |
|  | Shipment Number: |  |
|  | Bill of Lading Quantity: |  |
|  | Gross Weight: |  |

Dear Sir or Madam:

This is in regard to the above-referenced shipment consigned to \_\_ *consignee name*\_\_. This is to advise that \_\_*loss/damage*\_\_ was sustained from the shipment, and we hold the ocean carrier and/or its representatives responsible for the \_\_*loss/damage*\_\_ incurred. The \_\_*loss/damage*\_\_ is detailed in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | | **Loss/Damage Type** | **Container/Seal #** (if applicable) |
| **Units** | **Kilograms** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please acknowledge receipt of this letter and provide a copy of the vessel’s outturn report covering the subject shipment to \_\_\_*consignee name*\_\_\_ at \_\_\_\_\_*address*\_\_\_.

|  |  |  |
| --- | --- | --- |
| Sincerely yours,  *\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  | Received by: *Captain or carrier representative*  *\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| \_\_\_*Stamp/Seal*\_\_\_\_\_\_ |

cc: