

Claim Letter

This claim is for USD\$:

For: Damage Shortage

Commodity description:

Date and place damage or shortage was first discovered:

Description of loss:

Bill of lading #:

Dock Receipt #:

Itemized statement showing how amount claimed is determined

(Number and description of articles, nature and extent of loss or damage, invoice price of articles, etc.)

Example: 1 Refrigerator Model #FRIGID12345, dented on right side of door

Value: \$799.95

Total Amount of Claim in **USD**

In order to file a claim, the following support documents are required:

- 1. Bill of Lading.
- 2. Delivery receipt(s).
- 3. Invoices highlighting damaged/short items.
- 4. Photos of damage.
- 5. Other relevant information or documentation pertaining to the claim if applicable.
- 6. Two repair estimates if applicable (when cargo can be repaired).

Damaged goods must be retained for presentation at time of settlement.

Please issue settlement in the following currency (select one): USD KYD BSD

Settlement will be issued to the party as listed on the bill of lading or insurance certificate.

If this is not acceptable, please provide more information herein.

Claim settlement to be made payable to:

Company:

Today's date:

Contact:
Mr./Mrs./Ms.

Phone:

Mailing address:

Email:

City:

State/Country/Zip:

Signature: _____

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Any re-issuance of the settlement will be subject to a re-issuance fee.

03/22