

Date:
To:
Company:
Address:

Subject: Sea Freight Cargo Damage Notification Letter

Dear Sir/Madam,

We hereby notify you that cargo shipped under the following details was found damaged upon arrival:

- Bill of Lading Number:
- Container/Seal Number:
- Vessel/Voyage:
- Port of Loading:
- Port of Discharge:
- Description of Goods:
- Date of Arrival:

Details of damage observed:

We request your prompt action regarding this matter and ask for a joint inspection at the earliest possible time. Please advise on the procedures for lodging a formal claim and the documentation required.

Kindly acknowledge receipt of this notification.

Thank you.

Yours faithfully,

Name:
Position:
Company:
Contact Information: