**Logistics Department**

**Loss and Damage Claims Procedure**

**INTENT TO FILE A CLAIM**

Dear

This is to advise you that this is (Your Company Name’s) formal intent to file a loss and damage claim on behalf of \_\_\_\_\_\_\_\_\_\_\_\_, to recover any loss which might have occurred, involving the following shipment:

|  |
| --- |
| Shipment Information |
| Ship Date: |  | Received Date: |  | Carrier: |  |
| Freight Bill Pro # |  | Type of Exception: |  |
| Product Involved: |  | Claim Amount: |  |
| Shipper: |  |
| City: |  | State: |  | Zip: |  |
| Consignee: |  |
| City: |  | State: |  | Zip: |  |
|  |

(Your Company Name) in the process of accumulating all of the required documentation. Once all of the documentation is assembled, and if a claim is appropriate, a formal claim will be filed.

A copy of this Notice of Intent to File Claim will be included with the claim.

Very truly yours,

CDS Claims Manager