

Sample A

Dear Sir,

Re: Shipment of household effects -

(Employee's name)

Airwaybill (or Bill of Lading) No.

(number of date)

Further to the comments recorded on the delivery receipt when the above shipment was released by your company, I hereby wish to file a notice of intent to claim for the following losses and damage incurred:

Item	Nature of Damage/Loss	Preliminary Estimated Cost to Replace or Repair
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- (In view of the amount of damage/loss incurred, I have requested my employer to engage the services of an insurance adjuster and a copy of his report will be available shortly. In the meantime, it would be appreciated if your representative would let me know what further action I must take and the extent of your company's liability in this matter.)
 - (If you are refusing any or all liability because of the condition of the shipment when it was received by you, I request that you provide me with a copy of the transfer document recording the condition so that I may pursue this claim with the previous carriers.)

Yours sincerely,

- If damage/loss is over \$2,000.
- If the shipment was received with visible damage or missing pieces.