

Sample C

SAMPLE ONLY

(Date)

Dear Sir/Madam,

Re: Packing of Household Effects
(employee's name)

Packing List
(Number and date)

- * (Items listed on my inventory were missing despite the fact that my shipment was received by me in good condition with no evidence of pilferage.)
- ** (The damages to my shipment were an obvious result of poor packing. (State details).)

I hereby file a notice of intent to claim for the following losses/damaged incurred:

| Item | Nature of Damage/Loss | Preliminary Estimated Cost to Replace or Repair |
|------|--------------------------|--|
| | | |

- *** (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.)

It would be appreciated if your representative would let me know what further action I must take and whether or not your company accepts liability.

Yours sincerely,

- * For missing items only
- ** For damaged items only
- *** For damages over \$2,000 only