

Sample B

TELEX/LETTER NOTICE

I have today filed notice of intent to claim against, (company) which delivered/released my air/sea shipment on (date) for damage to my household effects which occurred in transit from \_\_\_\_\_ to \_\_\_\_\_.

This notice covers the following loss/damage at estimated cost \$ \_\_\_\_\_. (insert description of damage, inventory item no, article, estimated loss or damage). It is my understanding that you will forward to me specified directions so that I may proceed with this claim.

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number:

\_\_\_\_\_

\_\_\_\_\_  
Employee's signature