

**SPECIMEN**

**NOTICE OF CLAIM**

Date :

To :

Carriers and/or their Agents / Forwarders  
Full Address

Attention : Claims Department and/or To Whom It May Concern

Tel :

Fax :

Dear Sirs,

We write to notify you that the following shipment was reported to be damaged.

CONVEYANCE :  
VOYAGE :  
DATE OF LOSS/ARRIVAL :  
B/L or AWB NO. :  
ISSUED AT :  
DATED :

Under the circumstances, we hereby holding you and/or your Principals responsible for the damage to our shipment and are claiming against you for all losses incurred.

Yours faithfully

Signatory & Company Stamp