

From:  
(on your Company Letterhead)

## Letter Of Intent To File Carrier Claim

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Carrier/Carrier Agent)  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

FAX # \_\_\_\_\_

RE: Letter of Intent to File Claim

MB/L or MAWB.: \_\_\_\_\_ Vessel: \_\_\_\_\_

MB/L /MAWB Date: \_\_\_\_\_ Voyage # \_\_\_\_\_

HB/L No: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Gentlemen:

This letter is to advise you that damage or a shortage has occurred to the shipment described above for which we intend to hold you responsible. A claim will be forthcoming as soon as all relevant information has been compiled.

If you wish to examine the shipment, or have any questions please contact:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone Number)

Please acknowledge receipt of this letter below and provide us with copies of your delivery receipt and OS&D Report, if completed.

Sincerely,

\_\_\_\_\_

Carrier's acknowledgement:

\_\_\_\_\_