

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 on **FOURSTAR CARGO inc.**

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,
