Date:

To：

Dear Sirs,

**NOTICE OF CLAIM**

 We regret to advise you that the loss/damage was found in connection with the undermentioned shipment;

 Name of vessel :

 Port of loading :

 Port of discharge :

 Date of arrival :

 B/L (Air Waybill) number :

 Description of goods :

 Nos. of packing :

 Description of loss/damage :

 In consideration of this fact, we hereby declare that we reserve our right to file a claim with you when the details and amount are ascertained.

 You are requested to investigate the matter immediately and your earliest reply in writing will be highly appreciated.

Yours faithfully,

（Name of Company)

Signature：

（Position, Title）