

To : _____

Ref.No. _____

Dear, Sir

Subject Your Claim file No. _____ Dated : _____

Vessel : _____

Voyage : _____

Description of goods : _____

House B/L No. : _____

Ocean B/L No. : _____

We acknowledge receipt of your letter with regard to the above subject.

In case of this shipment being insured, we would like you to recommend you to file this claim with your insurance company. Your insurance company will review the claim in view of the terms and conditions prescribed in the insurance policy.

If you have any questions, please do not hesitate to contact us

Your kind attention and kind understanding refer to the above will be highly appreciated.

Your faithfully.

会社名

署名及び肩書