

Subject: Formal Notice of Cargo Claim

Dear Sir/Madam:

This letter serves as first notice that the following shipment was received in a damaged/short condition. We hereby advise that we are filing a claim and holding you responsible for all costs & expenses arising from this incident.

This will also serve as our formal Joint Survey Invitation regarding the subject shipment. Should you and/or your representative wish to attend, please contact the undersigned.

Vessel or Airline: _____
B/L or AWB No. & Date: _____
Commodity: _____
Invoice Value: _____
Estimated Amount of Claim: _____
Shipment Delivered in the Following Condition: _____
Claimant's Reference No. _____

Please return a signed copy of this notice acknowledging its receipt, along with your claim reference number, to the person and address/fax/email below. Thank you for your cooperation.

Sincerely,

<p>Carrier's Acknowledgment (To be completed by the carrier only)</p> <p>_____ Name and Title</p> <p>_____ Signature</p> <p>_____ Date</p>

cc: Roanoke Claims Services