

**PROTEST LETTER**

(Name Organization) Office Address:

Telephone:  
Fax:  
Email:  
Contact Person:

(Name Organisation) file code:

Date:

Subject: Protest Letter for Loss and/or Damage

Notice for claim concerning:

**PO reference** :  
**Country of destination** :  
**Commodity** :  
**Waybill No.** :  
**Container No.** :

This is to inform you that upon taking delivery of the above-mentioned consignment, the following irregularities have been ascertained:

We hold you fully responsible and liable for the financial loss sustained and for all other expenses and/or consequences which may arise.

We shall revert to this matter indicating the time and place of a survey to assess the full extent of the loss and/or damage, to which you are invited to attend.

In the meantime we would appreciate your advising us how you propose to settle this matter.

Yours faithfully,

(carriers' agent)  
(address)  
(place)