



# Preliminary Notice of Intent to File Cargo Claim

**DATE:**

**TO:**

**ATTENTION:**

**PHONE:**

**RE:**

**SHIPMENT DELIVERY DATE:**

**FILE #**

**HAWB / HB/L:**

**MAWB / MB/L:**

This is to inform you that some loss/damage has occurred on the above referenced shipment. The exact details regarding the amount of the claim have not yet been determined. Therefore, we are filing this letter as an 'intent' at this time. We hereby reserve the right to file a formal claim with you when the exact nature of the loss/damage and the claim amount is established.

Please sign and date this letter and return it to us at your earliest convenience.

Sincerely,  
OIA Global

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**VENDOR'S SIGNATURE**

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**DATE**