

MONETARY CLAIM LETTER

To,

**M/s. GATI LIMITED,
OPERATING UNIT / CONTROLLING UNIT /
REGIONAL OFFICE / HEAD OFFICE.**

Dear Sir,

**“SUB :- REG. NON DELIVERY / SHORTAGE / PILFERAGE/ DAMAGE /
LEAKAGE TO THE DOCKET NO. _____ Dated _____ Ex: _____ To _____.”**

**We have booked a consignment containing _____ through you vide
docket no. _____ dated _____. We have not received the consignment so
far / we have received the consignment and noticed that there are damage / shortage /
pilferage / leakage to contains. You are negligent in delivering the consignment and
therefore caused financial loss to us for the sum of Rs. _____.**

**We are therefore lodging Monetary Claim on you for the Non Delivery / Shortage /
Pilferage / Damage / Leakage sustained to our consignment for an amount of
Rs. _____. You are hereby requested to make good of our loss immediately.**

Details are attached:-

S. No.	List / Description of Short/Damage Items	Loss Amount
1		
2		
3		
4		
5		
6		

**Thanking You,
Yours Faithfully,**

(Signature)