

SAMPLE INCONVENIENCE CLAIMLETTER

LTC John Doe
2256 Sleet Street
Minot, SD 45123

Slow Poke Van Lines
1234 Hollywood Blvd
San Diego, CA 96628

Dear Sir:

I wish to file an inconvenience claim against the carrier Slow Poke Van Lines for out of pocket expenses my family and I incurred due to the late arrival of my household goods shipment (HHG). The delivery of my HHG was completed on January 18, 1999. Your firm failed to meet the required delivery date (RDD) of January 7, 1999.

My household goods shipment was picked up on December 18, 1998 from my residence in Fredericksburg, VA under GBL YP-123456. I planned a direct delivery to Minot, SD and was ready for delivery any day prior to the RDD. The RDD was missed by 11 days.

I stayed in a hotel for several days at my own expense prior to the RDD waiting for my HHG to be offered for delivery. I had to extend my stay in the hotel when my HHG did not arrive.

- 11 days in a hotel (\$40.00 per day) X 11 = \$440.00
- Meals for 11 days (wife and 3 children) = \$500.00

Total Amount Claimed = \$940.00

Please remit a check payable in the amount shown above to me at the address listed at the heading of this letter. If you have any questions, please call me at 614-732-8876

Sincerely,

LTC, John Doe