

# Claims Letter For Transport

**Alex Johnson**

456 Elm Street

Othertown, TX 23456

alexjohnson@example.com

(987) 654-3210

July 29, 2024

**Emily Davis**

Claims Department

ABC Transport Services

123 Logistics Lane

Metro City, FL 34567

Subject: Claims Letter for Transport Services

Dear Emily Davis,

I hope this letter finds you well. I am writing to formally claim payment for the transport services provided on July 1, 2024, under the contract number TRS987654.

The total amount due is \$1,500, which remains unpaid as of the date of this letter. I have attached copies of the relevant documents, including the invoice, transport contract, and delivery receipt, for your reference.

Details of the claim are as follows:

- Service/Product: Transport Services
- Date(s) of Service/Product Delivery: July 1, 2024
- Amount Due: \$1,500
- Invoice Number: 67890

- Contract/Agreement/Policy Number: TRS987654

I kindly request that you process this payment promptly. Please ensure that the payment is made by August 12, 2024, to avoid any further action.

Payment can be made to the following account:

- Account Name: Alex Johnson
- Account Number: 123456789
- Bank Name: First Bank of Othertown
- Routing Number: 987654321

If there are any issues or additional information required, please do not hesitate to contact me at (987) 654-3210 or alexjohnson@example.com. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

**Alex Johnson**