

Sample Letter for Filing a Claim under the Full Replacement Value (FRV) Program

Date Sent

Dear TSP:

This is my formal notice that I am filing a claim for the following items lost or damaged in my Household Goods shipment, which was moved under Government Bill of Lading (GBL) # _____ (*insert the GBL number, which can be found in block 7 on DD Form 1840*) and was delivered on _____ (*insert the date listed on DD Form 1840 in block 14F and/or 15F*). The loss is valued at \$_____ (*insert the amount you want to claim*).

List the items and damages/or loss: (Providing a copy of DD Form 1840/1840R is sufficient).

Your contact information and
Signature.

- **Please visit the Netherlands Law Center, Claims Office for assistance with the FRV process.** Bring all of your correspondence with you to your appointment. This is necessary, so that we can analyze your situation and take appropriate action.
 - **Transportation Service Provider (TSP) contact information:** Our office will provide you with the TSP contact information when you turn in your notice form within 70 days of delivery.
 - **ALWAYS** correspond with the TSP in writing. Save a copy of this documentation.

For more information on claims, please call or visit the Claims Office at the Netherlands Law Center. Claims are received Monday through Friday, 0900-1600 hours. Phone: DSN 360-7683, Commercial +31 (0) 46-443-7683. Location: USAG Schinnen, Building 37, Room 108.