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索理赔函电，产生于对外贸易的业务活动之中。解决争议，达成索理赔议，须经双方平等协商，从而理顺贸易关系，解决业务纠纷，建立国际贸易新秩序，创造良好的国际贸易环境，促进世界范围的经贸事业繁荣发展。对于索理赔函电的拟写，索赔方要实事求是，据理力争；理赔方要澄清事实，分辨是非。这样就有利于纠纷的妥善解决。反之，双方措辞激烈，剑拔弩张，咄咄逼人，或非分奢望，或赖帐狡辩，都不仅无助纠纷的解决，最终很可能会适得其反。

短装索赔 第FA1770854号销售确认书项下1500箱蘑菇罐头，由"永丰"轮于9月10日运抵，提货时发现少了145箱。轮船公司告诉我们只有1355箱装上船。由于短少数量大，请在交付最后三个品种时，将这145箱补交。请你们核对一下，是否1500箱当时在装运港全都装上了船。

电复。 SPECIMEN：CLAIM FOR SHORT WEIGHT Dear Sirs, RE:CLAIM FOR SHORT WEIGHT 1500 cartons of canned mashroom under the contract No. FA1770854 have been shipped to Anterwep by "YONGFENG" steamer on 10th Sept. when taking the delivery, 145 cartons have been found missing. We were told by the shipping company that only 1355 cartons had. been shipped on the steamer. Because the weight is short in large quantities, please make up a deficiency of 145 cartons of the missing goods when you deliver the last three items. You are kindly requested to check whether these 1500 cartons of mashroom. were loaded on ship in whole at the port

of shipment. please reply by cable. Yours truly, Daniel

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