

# Compensation Offer Due to Processing Delay

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a recent delay in the processing of your [specific service or request] that occurred due to manual processing issues within our system.

We understand the inconvenience this may have caused you, and we sincerely apologize for any frustration or delays in your experience with us. As a gesture of goodwill and to express our commitment to your satisfaction, we would like to offer you a compensation of [insert compensation details, e.g., discount amount, credit, or free service].

Please note that this compensation will be applied to your account and can be used toward your next [service/product purchase or relevant items].

Thank you for your understanding and patience during this time. If you have any further questions or concerns, please do not hesitate to reach out to us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]