

Letter of Appeal for Compensation

Date: [Insert Date]

To: [Insert Company Name]

Attn: Customer Service Department

[Insert Company Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for compensation regarding the undelivered shipment associated with Order Number [Insert Order Number], which was scheduled for delivery on [Insert Delivery Date].

Despite my repeated attempts to resolve this issue, I have not received my shipment nor a satisfactory update on its status. As a valued customer, I expected timely delivery and adequate communication regarding my order.

Due to this inconvenience, I kindly request compensation for the undelivered shipment. I believe this aligns with your commitment to customer satisfaction and service excellence.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]