

Notification of Lost Package Compensation Request

Dear [Recipient's Name],

I am writing to formally request compensation for a package that I ordered on [Order Date] with tracking number [Tracking Number]. Unfortunately, the package has been marked as lost by the carrier as of [Date of Notification from Carrier].

The total value of the lost package is [Amount], which includes [describe contents briefly]. I have attached the relevant documentation, including the order confirmation and any correspondence with the carrier.

I appreciate your prompt attention to this matter and look forward to your response regarding the compensation process.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]