

Letter of Request for Compensation

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request compensation for a shipment that was lost in transit, which was scheduled for delivery on [insert delivery date]. The shipment, referenced by tracking number [insert tracking number], contained [describe the contents of the shipment].

According to the latest updates from the shipping company, the package was marked as lost on [insert date], and despite my efforts to resolve this matter through their customer service, I have yet to receive any updates or compensation.

As documented, the total value of the lost items amounts to [insert dollar amount]. I have attached all relevant documentation, including the original receipt and correspondence with the shipping company, for your review.

I kindly request that you process my compensation claim at your earliest convenience. Please let me know if you require any additional information. Thank you for your attention to this matter.

Sincerely,

[Your Name]