

Appeal for Missing Shipment Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally appeal for compensation regarding a shipment that has been reported missing. The shipment, with tracking number [Insert Tracking Number], was supposed to arrive on [Insert Expected Delivery Date], but has yet to be delivered.

Despite multiple attempts to track the shipment via your customer service, I have not received any updates or information regarding its whereabouts. Given the value of the shipment, which amounts to [Insert Value], I kindly request that you process my appeal for compensation at your earliest convenience.

Attached to this letter are copies of the relevant documents, including the order confirmation and correspondence with customer service representatives.

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

Sincerely,

[Your Name]