

Request for Refund Due to Late Delivery

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally request a refund for my order ([Order Number]) that was delivered later than the promised date. According to your shipping policy, my order was expected to arrive on [Original Delivery Date], but it did not arrive until [Actual Delivery Date].

This delay has caused me significant inconvenience as I rely on timely deliveries. I would like to request a full refund as compensation for the inconvenience caused.

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

Sincerely,
[Your Name]