

Compensation Offer for Damaged Package

Dear [Customer's Name],

We sincerely apologize for the inconvenience caused by the recent damage to your package, tracking number [Tracking Number]. At [Company Name], we value our customers and strive to provide the best service possible.

To resolve this matter, we would like to offer you compensation in the form of [describe compensation, e.g., a full refund, store credit, replacement item, etc.]. We hope this solution will meet your expectations and help make up for the inconvenience.

Please confirm your acceptance of this offer by replying to this email or contacting our customer service at [Customer Service Phone Number] by [Deadline Date]. Once we receive your confirmation, we will proceed with the compensation process immediately.

Thank you for your understanding and patience in this matter. We appreciate your business and look forward to serving you again.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]