

Subject: Appeal for Compensation Due to Delayed Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for compensation regarding the delayed delivery of my order [Order Number], which was originally scheduled for delivery on [Original Delivery Date].

Despite my anticipation and prior communication regarding this order, the delivery has not arrived as expected. This delay has caused significant inconvenience, including [briefly explain any impact the delay has had, such as missed deadlines, additional costs, etc.].

According to your company's delivery policy, I understand that I may be eligible for compensation due to this issue. I kindly request that you review my case and inform me of the possible compensatory measures that can be taken.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]