

Letter of Appeal for Compensation for Lost Package

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

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

Dear [Customer Service Manager/Appropriate Title],

I am writing to formally appeal for compensation regarding a package that was lost during shipment. The tracking number for this package is [Tracking Number], and it was scheduled to arrive on [Delivery Date]. Unfortunately, upon checking the tracking status, it indicated that the package was not delivered.

This package contained [Description of Contents] and was valued at [Value of Contents]. I have attached the receipt and any relevant documentation regarding the shipment for your review.

Given the circumstances, I kindly request compensation for the lost package as per your company's policy. I understand that unforeseen situations can arise, but I hope to resolve this matter amicably.

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

Sincerely,

[Your Name]