

# Letter of Appeal for Compensation

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

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

Dear [Recipient Name],

I am writing to formally appeal for compensation due to the failure of a delivery contract associated with my order #[Order Number], placed on [Order Date]. The terms of the contract specified that the delivery would occur no later than [Expected Delivery Date]. Unfortunately, the delivery did not arrive as promised.

The delay has resulted in [explain the impact of the delayed delivery, e.g., financial loss, disruption of plans, etc.]. I have attached relevant documentation, including the order confirmation and any communication regarding the delay.

Given the circumstances, I kindly request compensation for the inconvenience and losses incurred. I believe this is a reasonable request considering the failure to uphold the contract.

I look forward to your prompt response to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]