

Request for Compensation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Compensation Due to Delayed Shipment

Dear [Recipient's Name],

I am writing to formally request compensation for the delayed shipment of my order, #[Order Number], which was scheduled for delivery on [Original Delivery Date] but has yet to arrive.

The delay has caused significant inconvenience, and I believe it warrants compensation as per our agreement and your policy on delivery guarantees.

I kindly ask you to consider this request and provide the necessary compensation at your earliest convenience. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]