

Compensation Claim for Delayed Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request compensation for the delayed delivery of my order (Order Number: [Insert Order Number]) placed on [Insert Order Date], which was scheduled to arrive on [Insert Expected Delivery Date]. As of today, [Insert Current Date], I have yet to receive the shipment.

This delay has caused significant inconvenience and disruption to my plans, as I relied on the timely delivery of this order. According to your company's policy regarding delivery timelines, I believe I am entitled to compensation for this delay.

I would appreciate a prompt response to this request, along with any proposed compensation details. Thank you for your attention to this matter.

Sincerely,

[Your Name]