

# Letter of Demand for Reimbursement

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 reimbursement due to the late shipment of my order #[Order Number], which was scheduled for delivery on [Original Delivery Date]. Unfortunately, the shipment was not delivered until [Actual Delivery Date], causing significant inconvenience and financial loss.

According to our agreement, timely delivery is essential. As such, I am requesting a reimbursement of [Specify Amount] to cover the additional costs incurred due to this delay. Enclosed are the relevant documents, including receipts and records of correspondence.

Please respond to this request by [Insert Response Deadline]. I hope we can resolve this matter amicably without the need for further action. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]  
[Your Position, if applicable]