

# Request for Late Shipment Refund

Date: [Insert Date]

To,

Customer Service Team  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for a late shipment regarding my recent order (Order No: [Insert Order Number]). The expected delivery date was [Insert Expected Delivery Date], but I received the package on [Insert Actual Delivery Date], which was significantly later than anticipated.

The delay has caused inconvenience as I needed the items for [briefly explain reason, e.g., an event, project, etc.]. According to your policy on late shipments, I believe I am eligible for a refund.

Attached to this letter are relevant documents, including the order confirmation and shipment tracking details, for your reference.

I kindly request you to process my refund at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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