

Formal Complaint Regarding Delayed Shipping Compensation

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the delayed compensation for my recent shipping issue with your company. My order, [Order Number], was placed on [Order Date] and was scheduled to arrive on [Expected Delivery Date]. Unfortunately, it did not arrive until [Actual Delivery Date], causing considerable inconvenience.

As per your company's policy regarding shipping delays, I expected to receive compensation for this disruption. However, despite my previous correspondence on [Dates of Previous Communications], I have yet to receive any resolution or follow-up.

I kindly request that you address this matter promptly and provide the compensation that is due. I appreciate your attention to this issue and look forward to your timely response.

Thank you for your consideration.

Sincerely,
[Your Name]