

Request for Compensation Due to Shipping Delay

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request compensation for the delay in the shipping of my recent order (Order Number: [Order Number]), which was supposed to arrive on [Original Delivery Date]. The delay has caused significant inconvenience and disruption to my plans.

According to the tracking information provided, my package was scheduled for delivery on the specified date but has not yet arrived. The delay has resulted in [briefly describe the impact of the delay, e.g., financial loss, missed deadline, etc.].

As a valued customer, I believe it is important for your company to acknowledge this issue and offer appropriate compensation. I would appreciate a prompt response regarding how you plan to address this situation.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,
[Your Name]