

Inquiry Regarding Late Shipment Compensation

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the recent shipment that was due on [Insert Due Date], which has not yet arrived. The order number is [Insert Order Number].

Due to this delay, we have faced significant disruptions in our operations, and we would like to know if there is any possibility of compensation for this late shipment.

Please provide us with an update on the status of our shipment and any potential compensation options available under these circumstances.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]