

Notice of Late Shipment Reimbursement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you regarding the late shipment of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date]. Due to unforeseen circumstances, the shipment was delayed.

As per our policy, we understand the inconvenience caused and would like to offer a reimbursement of [amount or percentage] as compensation for this delay. Please provide us with the necessary details to process this reimbursement.

Thank you for your understanding and patience in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]