

Notification of Compensation for Delayed Shipment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you regarding the recent delay in the shipment of your order [Order Number] placed on [Order Date]. Due to unforeseen circumstances, your shipment was not delivered on the expected date of [Original Delivery Date].

We sincerely apologize for any inconvenience this may have caused you. To make up for this delay, we are pleased to offer you a compensation of [Compensation Details]. We value your business and appreciate your understanding in this matter.

The new expected delivery date for your order is [New Delivery Date]. We are committed to ensuring that your order arrives as soon as possible.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]