

# Request for Late Shipment Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request compensation for a late shipment that was due on [insert due date] but delivered on [insert delivery date]. The shipment, tracked under the number [insert tracking number], was anticipated for [insert purpose of shipment].

This delay caused significant inconvenience and financial implications, including [briefly describe any issues caused by the delay]. According to our agreement, timely delivery is a crucial part of our partnership.

I kindly ask that you consider providing compensation for the complications arising from this incident. I believe that a goodwill gesture would bolster the continued positive relationship between our companies.

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

Sincerely,

[Your Name]