

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

Recipient's Name  
Recipient's Title  
Company Name  
Company Address  
City, State, ZIP Code

Subject: Refund Request Due to Late Delivery

Dear [Recipient's Name],

I am writing to formally request a refund for my recent order (Order Number: [Order Number]) due to its delayed delivery. I placed the order on [Order Date], with the understanding that it would be delivered by [Expected Delivery Date]. However, the order was not delivered until [Actual Delivery Date], which is [number of days] later than the agreed-upon timeframe.

This delay caused considerable inconvenience, as the goods/services were needed for [briefly explain the purpose or event, if appropriate]. I appreciate your efforts to provide quality service and understand that unforeseen circumstances can occasionally cause delays. However, given the extent of this delay and its impact, I kindly request a full/partial refund as compensation, as stipulated in your company's policy or as a gesture of goodwill.

I have attached supporting documents, including a copy of my order confirmation and delivery receipt, for your reference.

I value our relationship and hope this issue can be resolved promptly. Please let me know if you require any additional information. I look forward to your favorable response within [reasonable timeframe, e.g., 7 business days].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]