

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Formal Complaint Regarding Late Shipment and Request for Compensation

Dear [Recipient Name],

I am writing to formally lodge a **complaint about late shipment** received from your company concerning our recent order, [Order/Invoice Number], placed on [Order Date]. As per our agreement, the shipment was scheduled for delivery on [Agreed Delivery Date], but the consignment was not received until [Actual Delivery Date], resulting in a delay of [Number of Days Late] days.

This delay has caused significant inconvenience and operational disruptions, adversely affecting our business activities and commitments to our clients. We have incurred unforeseen losses and expenses as a direct result of this late delivery.

We kindly request that you promptly investigate the cause of the delay and provide an explanation. Furthermore, we seek appropriate compensation to cover the losses and disruption incurred due to this late shipment.

We value our ongoing business relationship and strongly urge you to implement measures to prevent such occurrences in the future. Timely delivery is essential to maintain our professional relationship and uphold mutual business expectations.

We look forward to your prompt response and resolution of this matter. Please feel free to contact me at [Your Email Address] or [Your Phone Number] should you require any further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]