

Adjustment Letter for Full Refund Request for Late Delivery

An **adjustment letter for full refund request for late delivery** is a formal document written by a customer to request a complete refund due to the delayed arrival of goods or services. This letter explains the inconvenience caused by the late delivery, refers to the original agreement or order terms, and politely demands compensation by way of a full refund. The letter typically includes essential details such as order number, delivery date, and a clear statement of the refund request.

Sample Template: Adjustment Letter for Full Refund Request

Dear [Seller's Name],

I am writing to formally request a full refund for my order #*[Order Number]*, which was promised for delivery on *[Expected Date]* but arrived significantly late on *[Actual Delivery Date]*. The delay has caused considerable inconvenience, and I kindly ask that you process my refund at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

Tips for Writing an Adjustment Letter for Late Delivery

- Include specific order details such as the order number and expected/actual delivery dates.
- Clearly state the issue and your request for a full refund.
- Be polite and professional in your tone.
- Attach any supporting documents (invoices, correspondence) if applicable.
- Provide your contact information for further communication.