

Sample Adjustment Letter for Late Order Shipment Compensation Request

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Request for Compensation Due to Late Order Shipment (Order #[Order Number])

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delayed shipment of my recent order (Order #[Order Number]), placed on [Order Date]. According to your original confirmation, the order was scheduled to arrive no later than [Expected Delivery Date]. However, I did not receive the delivery until [Actual Delivery Date], which is [Number of Days Late] days past the promised date.

The delay in shipment caused significant inconvenience, as I had planned for the order's timely arrival. Unfortunately, this disruption impacted my schedule and arrangements, for which I believe an appropriate adjustment is warranted.

I kindly request that you consider compensation for this delayed shipment, whether in the form of a partial refund, credit towards a future order, or another suitable remedy. Please advise on the steps you will take to address this issue and prevent similar occurrences in the future.

I value our business relationship and trust that you will handle this matter with the attention it deserves. Thank you for your prompt response to my request.

Sincerely,
[Your Name]