To,

[Name of Recipient]

[Designation of Recipient]

[Name of Courier Company]

Date:

**Subject: Claim Letter for Damages Caused by Late Delivery of Goods**

Dear Sir/Madam,

On [mention date of dispatch], I dispatched [mention quantity of goods] of [mention product name] to be shipped at [mention recipient address]. My courier number is [mention courier number]. I am writing this letter to claim for damages caused to me by late delivery of goods.

Your company’s written commitment says that any shipment is delivered within 48 hours of dispatch. As at the time of dispatching my shipment, I strictly instructed your representative that this shipment must be delivered within 48 hours of dispatch and must not be delayed, as its delay or late delivery will impose a fine on me, as per my contract with the other party.

Since this is the case and now you are aware of the whole situation, so I would like to claim for 50% of damages caused to me due to the above mentioned late delivery of goods, from your company. I hope that you will take necessary actions and resolve this situation as soon as possible.

Waiting for your response.

Yours Truly,

[Sender Name]

[Sender Address]

[Sender Contact Details]