To,

[Name of Recipient]

[Designation of Recipient]

[Name of Courier Company]

Date:

**Subject: Claim Letter to Courier Company**

Dear Sir/Madam,

I am writing this letter to claim for my courier number [mention courier number]. On [mention the date on which you sent the parcel], I dispatched a parcel containing [name of product or anything you sent] from your courier company, [mention courier company name]. I paid [mention amount you paid for the courier] for the courier.

My parcel has not yet reached the recipient and i n accordance with your written commitment, the parcel is delivered with 48 hours of dispatch. I am very disappointed with your service and due to the inconvenience and trouble that I had to face.

So therefore, I would like to claim the amount that I have paid for the courier and I want my parcel to be returned i n the exact condition i n which I had delivered it to you. I hope that you will take necessary actions as soon as possible. I have also attached the original receipt of the courier with this letter.

Yours Truly,

[Sender Name]

[Sender Address]

[Sender Contact Details]