

Letter of Formal Request for Credit Due to Service Interruption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service Department],

I am writing to formally request a credit to my account due to a service interruption that occurred on [Insert Date of Interruption]. The services provided were not available for [Insert Duration of Interruption], causing significant inconvenience to me.

According to our service agreement, I believe I am entitled to a credit for the downtime experienced. My account number is [Insert Account Number], and I would appreciate your prompt attention to this matter.

Thank you for your understanding. I look forward to your prompt response regarding my request.

Sincerely,

[Your Name]