

# Notification for Compensation Claim

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you regarding a compensation claim related to the failure of service experienced on [Insert Date of Service Failure]. Despite our best efforts to provide quality service, we regret to inform you that issues arose due to [briefly describe the nature of the service failure].

As per our policies, we acknowledge the inconvenience caused and wish to address this matter. We are prepared to compensate you with [insert details of compensation, e.g., refund amount, service credit, etc.]. Please provide any relevant documentation that supports your claim.

We value your satisfaction and are committed to resolving this issue promptly. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]