

Request for Service Disruption Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request compensation for the service disruption I experienced due to an outage on [insert date of outage]. The outage lasted from [insert time] to [insert time], during which I was unable to access [specific services affected].

This disruption significantly impacted my [day-to-day activities/business operations], and I believe I am entitled to compensation as per your company's policy on service outages.

Please find attached any relevant documentation related to the outage for your review.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]