

Claim for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Service Provider's Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request reimbursement for the services not rendered due to an outage on [insert outage date(s)] affecting my account, [your account number]. The service interruption lasted for [duration of the outage], which caused significant inconvenience.

According to our service agreement, I am entitled to reimbursement for services not delivered. I would appreciate your prompt attention to this matter and look forward to a resolution. Please find attached any relevant documentation supporting my claim.

Thank you for your attention to this issue. I look forward to your quick response.

Sincerely,

[Your Name]