

Grievance Letter for Compensation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Grievance for Compensation Due to Service Disruption

Dear [Recipient's Name],

I am writing to formally lodge a grievance regarding the disruption of service that occurred on [date of disruption]. The service interruption caused me significant inconvenience, as [describe the impact of the disruption].

As a loyal customer of [Company Name], I believe that I am entitled to compensation for the unpleasant experience and the inconvenience caused. According to your service agreement, customers are entitled to [mention any relevant policy or terms].

In light of the above, I kindly request that you review my case and consider providing compensation in the form of [suggest your preferred form of compensation, e.g., credit, refund, etc.]. I have attached any relevant documentation to support my claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]