

Inquiry Regarding Compensation for Service Delays

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent delays in service that I experienced on [specific date(s)] regarding [specific service]. The delays have caused significant inconvenience and I would like to understand the company's policy on compensation for such issues.

As a loyal customer, I appreciate the quality of service your company usually provides. However, the unforeseen delays have prompted me to seek an understanding of how your company handles compensation for affected customers.

I look forward to your prompt response so we can resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,

[Your Name]