

# Notification of Compensation Request

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name or Company Name]

Subject: Notification of Compensation Request Due to Service Failure

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of a request for compensation due to a failure in the service provided on [Insert Service Failure Date].

The details of the service failure are as follows:

- **Service Description:** [Describe the service]
- **Nature of Failure:** [Describe the failure]
- **Impact on Service:** [Describe the impact]

In light of this service failure, we believe it is justified to request compensation for the inconvenience caused. We request a compensation amount of [Insert Amount], which reflects the loss incurred due to the service disruption.

We value our relationship and hope to resolve this matter amicably. Kindly let us know how you wish to proceed regarding this compensation request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]