

# Request for Compensation

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number

Date: [Insert Date]

Company Name  
Company Address  
City, State, Zip Code

Dear [Company Name / Customer Service Manager],

I am writing to formally request compensation for the service interruption I experienced on [insert date(s)]. The interruption lasted for [insert duration] and caused significant inconvenience.

As a loyal customer, I believe that compensation is warranted due to the disruption of service that I rely on for [insert reason, e.g., work, communication, etc.]. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,  
[Your Name]