

Claim for Compensation

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

Customer Service Department
[Telecom Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally lodge a claim for compensation due to the extended disruption of telecom services provided by [Telecom Company Name]. My account number is [Your Account Number].

On [Start Date of Disruption], I experienced a service outage that lasted until [End Date of Disruption]. This disruption significantly affected my ability to [briefly explain how it affected you, e.g., work, communicate, etc.]. Despite multiple attempts to resolve this issue through your customer service, the situation remained unresolved for an extended period.

In accordance with your company's policy on service disruptions, I request compensation for the period during which services were unavailable. I believe I am entitled to [mention specific compensation you seek, e.g., credit to your account, refund, etc.].

Attached to this letter are copies of relevant documentation, including [list documents, such as previous correspondence, screenshots, etc.]. I hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]