

# Request for Service Credits

[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 request service credits for the recent disruptions I experienced with my telecom service under account number [Your Account Number]. During the period of [start date] to [end date], I encountered significant issues including [describe the issues briefly, e.g., frequent outages, slow internet speed].

These issues have greatly affected my ability to utilize the services I am paying for, and as a result, I believe I am entitled to service credits as per your company's policy regarding service disruptions.

I kindly ask you to review my account and the aforementioned issues, and provide me with the appropriate service credits for this period. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]