

Utility Service Outage Compensation Request

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Contact Name],

I am writing to formally request compensation for the recent outage of utility services that occurred on [date of outage] and lasted for [duration of outage]. As the owner of [Your Business Name], the interruption of service caused significant disruption to my business operations, resulting in [briefly explain the impact, e.g., loss of revenue, spoilage of goods, etc.].

According to records, the outage affected [number of customers/businesses] in our area and was accompanied by [briefly describe any relevant details, such as reason for the outage if known]. As a business that relies heavily on your services, we were unable to [explain specific activities affected], resulting in considerable losses and client dissatisfaction.

In light of the circumstances, I kindly request a review of this situation and a consideration for compensation for the losses incurred during this period. I have attached relevant documentation to support my claim, including [list any attached documents, such as invoices, receipts, or service records].

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]