

Utilities Company Name

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

Customer Service Department

Utilities Company Name

Subject: Compensation Request for Service Outage

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request compensation due to a prolonged outage in [describe service, e.g., electricity, water] that occurred from [start date] to [end date]. As a long-term loyal customer, I have consistently appreciated the services provided; however, this recent disruption has caused significant inconvenience.

Details of the service outage are as follows:

- **Account Number:** [Your Account Number]
- **Duration of Outage:** [Duration]
- **Date of Outage:** [Date]

Given the length of the outage and its impact on my household, I kindly request an evaluation for compensation in accordance with your company's policies for service interruptions.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]