

Demand for Service Recovery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request service recovery following the recent financial settlement between [Your Company/Your Name] and [Company Name] dated [Settlement Date].

Despite the settlement, I have observed [briefly describe the issues faced or services not rendered]. This situation has greatly affected [state any impact on your business or personal activities].

As a valued customer, I believe it is imperative that [Company Name] takes steps to rectify this situation. I kindly request [specific actions you wish them to take for service recovery, e.g., compensation, refund, additional services, etc.].

I would appreciate your prompt attention to this matter and look forward to your response by [insert deadline, e.g., two weeks from today's date]. Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]