

Compensation Claim for Service Disruption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Compensation Claim for Service Disruption

Dear [Recipient's Name or Customer Service Team],

I am writing to formally request compensation for the disruption of service that I experienced on [date(s) of disruption]. The disruption significantly impacted my [mention how it affected you, e.g., work, daily life, etc.].

The details of the service disruption are as follows:

- **Date of disruption:** [insert date]
- **Service affected:** [insert service]
- **Duration of disruption:** [insert duration]
- **Description of the incident:** [insert description]

According to your company's policy, I believe that I am eligible for compensation due to the inconvenience caused. I would appreciate your prompt attention to this matter and the compensation in accordance with your guidelines.

Thank you for your understanding. I look forward to your swift response.

Sincerely,

[Your Name]