

Claim Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Claim Submission for Outage Damages

Dear [Utility Company Contact Name],

I am writing to formally submit a claim for damages incurred due to the outage on [insert outage date]. The outage lasted for approximately [insert duration] and caused significant issues, including [briefly describe damages, e.g., spoiled food, property damage].

Details of the incident are as follows:

- **Account Number:** [Your Account Number]
- **Date of Outage:** [Insert Date]
- **Duration of Outage:** [Insert Duration]
- **Damages Incurred:** [Brief Description]

I have attached copies of relevant documents, including [list any attached documents, e.g., receipts, photographs]. I kindly request that you review my claim and provide compensation for the damages incurred.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]