

Formal Request for Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Compensation for Service Outage

Dear [Recipient Name],

I am writing to formally request compensation for the service outage that occurred on [insert date]. The outage lasted for [duration of outage] and significantly impacted my daily activities and responsibilities.

As a loyal customer, I have always appreciated the quality of service provided by [Company Name]. However, this recent disruption to service has caused [briefly explain the impact, e.g., loss of work, inconvenience]. I believe that a compensation adjustment would be appropriate under these circumstances.

I look forward to your prompt response regarding this matter. Thank you for your attention to this issue, and I hope to continue my positive relationship with [Company Name].

Sincerely,

[Your Name]