

# Outage Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for the service outage that occurred on [Insert Date of Outage]. The outage lasted for [duration of outage] and significantly impacted my [specific impact, e.g., work, studies].

My account number is [Your Account Number]. According to our service agreement, I believe I am entitled to compensation for the inconvenience caused by this outage.

Attached are copies of my account statement and any related documentation for your review.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]