

Formal Claim for Damages Due to Power Outage

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]

Dear [Recipient Name],

I am writing to formally submit a claim for damages incurred due to the power outage that occurred on [insert date of outage]. This incident has resulted in significant inconvenience and financial losses to my household/business.

Details of the incident are as follows:

- Date and Time of Outage: [insert date and time]
- Duration of Outage: [insert duration]
- Description of Damages: [insert details of damages and losses]

Attached to this letter are copies of all relevant documents, including receipts for damages, photographs, and any correspondence related to the outage. I kindly request that you review this claim and arrange for compensation at your earliest convenience.

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

Sincerely,

[Your Name]