

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the disruption of service that occurred on [specific dates], which affected my [service type, e.g., internet, electricity, etc.]. The interruption lasted for [duration], causing significant inconvenience.

According to your policy, I believe I am entitled to compensation for this interruption. I have attached any relevant documents that support my claim.

I appreciate your prompt attention to this matter and look forward to your response regarding the compensation due to this service interruption.

Thank you for addressing my concerns.

Sincerely,

[Your Name]