

Letter of Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Service Interruption Compensation

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the details regarding compensation for the service interruption that occurred on [specific date(s)]. Our service was disrupted for [duration of the interruption], which significantly impacted our operations.

Could you please provide me with the following information:

- Details of the service interruption incident
- Compensation policies regarding service interruptions
- How to file a claim if applicable
- Any further information required for processing this inquiry

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

Sincerely,
[Your Name]