

Notification of Service Interruption Compensation Claim

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that a service interruption occurred on [insert date of interruption], which may have affected your experience with our services. We understand the inconvenience this may have caused and are committed to addressing your concerns.

As part of our policy, we are offering compensation to those impacted by this interruption. To proceed with your claim, please provide the following information:

- Your account number
- Date of interruption
- Description of how the interruption affected you

Please submit this information by [insert deadline] to ensure your claim is processed in a timely manner.

We apologize for any inconvenience and appreciate your understanding as we work to resolve this matter. If you have any further questions, please feel free to contact our customer service team at [insert contact information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]