

# Compensation Claim for IT Outage

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally submit a claim for compensation due to the extended downtime caused by the IT outage that occurred on [insert date of outage]. Our operations were significantly disrupted for [insert duration of downtime] hours, leading to substantial losses in productivity and revenue.

Details of the outage are as follows:

- **Date of Outage:** [Insert date]
- **Duration:** [Insert duration]
- **Impact:** [Briefly describe the business impact]

We request a compensation amount of [insert amount or type of compensation] to recover some of the losses incurred during this unfortunate situation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]