

Formal Complaint Submission: IT Outage Compensation

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding the recent IT outage that occurred on [insert outage date]. The outage lasted for [insert duration] and significantly impacted my ability to perform my duties effectively.

As a result of this disruption, I have incurred losses including [briefly outline any losses, productivity issues, etc.], which I believe warrant compensation as per the company's policy on IT service reliability.

I kindly request a review of this incident and consideration for appropriate compensation for the inconvenience caused. Attached are [list any relevant documents, time logs, or evidence] that support my claim.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Employee ID (if applicable)]