

Inquiry Regarding Compensation for IT Outage

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally inquire about potential compensation due to the recent IT outage that affected our services on [Date of Outage]. As a valued customer, we rely heavily on your services for our day-to-day operations.

The outage resulted in significant disruptions, including:

- [Describe specific services affected]
- [Mention the duration of the outage]
- [Highlight any financial impact or loss incurred]

Given these circumstances, we would like to discuss the possibility of receiving compensation for the service interruptions experienced. We believe this would reflect goodwill on your part and help maintain our ongoing business relationship.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]