

Request for Compensation Reimbursement due to IT Outage

Date: [Insert Date]

To: [Manager's Name]

Department: IT Department

From: [Your Name]

Employee ID: [Your Employee ID]

Subject: Request for Reimbursement Due to IT Outage

Dear [Manager's Name],

I am writing to formally request compensation reimbursement for the losses incurred during the IT outage that occurred on [insert date of outage]. The outage lasted from [start time] to [end time], significantly impacting our productivity and resulting in the following losses:

- Loss of sales/service opportunities amounting to \$[amount]
- Increased operational costs of \$[amount]
- Other financial implications of \$[amount] (please specify)

Given these circumstances, I kindly request that you process a reimbursement for the total amount of \$[total amount] to help offset the impact of this unexpected incident.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]