

# IT Outage Compensation Request

Date: [Insert Date]

To: [IT Department/Manager's Name]

From: [Your Name]

Subject: Compensation Request for IT Outage

Dear [IT Department/Manager's Name],

I hope this message finds you well. I am writing to formally request compensation for the disruptions caused by the recent IT outage that occurred on [Insert Date of Outage]. As an impacted user, I experienced significant interruptions to my work, including [briefly describe specific impacts, e.g., lost productivity, inability to access necessary files, etc.].

The outage lasted approximately [Insert duration], and during this time, I was unable to fulfill my work responsibilities effectively. According to company policy, I understand that there may be provisions for compensating employees who are adversely affected by such incidents.

I kindly ask you to consider my request for compensation and any potential remedies available for the inconvenience faced. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]