

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request compensation for the recent downtime that occurred on [specific date(s)].

During this period, our operations were significantly impacted, leading to [briefly describe the impact, e.g., loss of productivity, financial losses, etc.]. As outlined in our agreement, the downtime has exceeded the acceptable limits.

Given the circumstances, I kindly ask for appropriate compensation to be considered to cover the losses incurred during this downtime. I believe this will help maintain our positive relationship moving forward.

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

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