

Downtime Refund Application

Date: [Insert Date]

To,
Customer Service Team
[Company Name]
[Company Address]

Subject: Application for Downtime Refund

Dear Sir/Madam,

I am writing to formally request a refund for the downtime experienced with [Service/Product Name] on [Date(s) of Downtime]. Due to this interruption, I was unable to access [specific features or services affected], which significantly impacted my [business/usage/etc.].

According to your service agreement, I believe I am eligible for compensation due to the unforeseen downtime exceeding the agreed-upon limits. I have attached relevant documentation and records supporting this claim for your reference.

I kindly request your prompt attention to this matter and hope for a favorable response at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Address]
[Your Contact Information]
[Your Email]