

Downtime Reimbursement Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for the downtime experienced with [Product/Service] that I encountered on [Date(s) of Downtime]. The total duration of the downtime was [Duration], which significantly impacted [Describe how it affected you or your business].

According to our service agreement, I believe I am eligible for a reimbursement due to the failure to meet the agreed service levels. I have attached relevant documentation for your review, including [List any supporting documents, if applicable].

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

Sincerely,

[Your Name]

[Your Title, if applicable]