

# Reimbursement Request for Service Interruption

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

**Customer Service Department**

[Company Name]

[Company Address]

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request reimbursement for the recent interruption of service that occurred on [insert date of service interruption]. The service was unavailable for a total of [insert duration of interruption], which significantly affected my [insert impact, e.g., work, access to critical information, etc.].

According to your service agreement, I understand that customers are entitled to compensation in the event of service disruptions. I have attached relevant documentation, including the service interruption notice and any related correspondence.

Therefore, I kindly request a reimbursement of [insert amount] to account for the inconvenience caused by this interruption. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for addressing my concern. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]