

Reimbursement Request for Service Downtime

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement due to the service downtime experienced on [insert date] which resulted in a significant impact on our operations.

Details of the Downtime:

- **Date of Downtime:** [Insert Date]
- **Duration:** [Insert Duration]
- **Impact:** [Briefly describe the impact on service or operations]
- **Attachments:** [List any relevant documentation or evidence]

In light of the above circumstances, I kindly request reimbursement for the losses incurred amounting to [insert amount]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]