

# Downtime Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company 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 for the downtime experienced on [specific dates or duration] due to [reason for downtime, e.g., system failure, maintenance issue]. The downtime impacted our operations significantly, leading to [briefly explain the impact, e.g., loss of revenue, delay in projects].

According to our agreement, we believe we are eligible for reimbursement given the circumstances. Attached are the relevant documents and evidence supporting our claim, including [list any attached documents such as reports, invoices, etc.].

I kindly ask you to review our request at your earliest convenience and advise on the next steps. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]