

Reimbursement Request for Service Interruption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name or Customer Service Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or Customer Service],

I am writing to formally request a reimbursement due to the recent service interruption I experienced with [Service/Product Name] on [Date of Interruption]. This disruption affected my ability to [Briefly explain how the service interruption impacted you].

According to your policy regarding service interruptions, customers are entitled to a reimbursement for outages that exceed [Duration of Outage].

For your reference, I have attached copies of [Any supporting documents such as bills, previous correspondence, etc.]. I would appreciate it if you could process this request at your earliest convenience and inform me of the next steps.

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

Sincerely,

[Your Name]