

Request for Compensation Due to Service Delay

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request compensation for the delay in service I experienced on [specific date]. The service was scheduled for [scheduled time], but it was not completed until [actual completion time], resulting in a significant inconvenience for me.

According to your company's policy, I believe I am entitled to compensation due to this delay. I have always valued your services and hope to continue doing so in the future. I would appreciate your prompt attention to this matter.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]