

# Claim for Water Service Disruption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Water Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Water Service Company Name],

I am writing to formally submit a claim regarding the recent disruption of water service at my residence located at [Your Address].

The service disruption occurred on [Insert Date(s) of Disruption], which resulted in [briefly describe the impact of the service disruption, e.g., lack of water supply, inconvenience, etc.].

According to my records, I have been a customer of your company for [number of years] and have consistently paid my bills on time. The disruption caused significant inconvenience and necessitated unforeseen expenses, including [mention any costs incurred, e.g., buying bottled water, hotel stays, etc.].

I kindly request compensation for these inconveniences and expenses totaling [insert amount]. Enclosed are copies of relevant documents for your review.

I trust that you will treat this claim with urgency and care. I would appreciate a prompt response to this matter. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Enclosures: include documents, if any]