

Reimbursement Inquiry for Power Outage

To Whom It May Concern,

I am writing to inquire about the reimbursement process regarding the power outage that occurred on [Insert Date]. This outage resulted in [briefly explain any damages or losses incurred, for example, spoiled food, medical equipment failure, etc.].

According to the information provided in your customer service communication, compensations for such incidents may be available. I would appreciate your guidance on how to proceed with the reimbursement claim for these losses.

Attached to this letter, you will find [list any documents you are including, such as receipts, photographs, etc.] that support my request.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]