

Request for Financial Recompense due to Utility Outage

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Contact Name],

I am writing to formally request financial recompense due to an unexpected utility outage that occurred from [start date] to [end date]. The outage caused significant inconvenience and incurred additional expenses that I believe warrant compensation.

During the time without service, I experienced [brief description of issues faced, e.g., food spoilage, loss of work productivity]. I have attached documentation to support my claim, which includes [list of documents, e.g., receipts, notices].

I appreciate your attention to this matter and look forward to your prompt response regarding my request for compensation. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]