

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

Subject: Formal Complaint Regarding Electricity Outages and Request for Compensation

I am writing to formally complain about the repeated electricity outages that have occurred at my residence, located at [Your Address], which have caused significant inconvenience and financial losses.

On [list specific dates and times of outages], I experienced power outages that lasted for [duration of each outage]. As a result, I suffered damages including [list specific damages, e.g., spoiled food, appliance damage, loss of business revenue].

These outages are not only disruptive but also unacceptable given the impact they have had on my daily life and finances. According to your service policy, I understand that customers are entitled to compensation in instances of prolonged outages, and I would like to request compensation in light of the damages I have incurred.

Please find attached documentation supporting my claim for compensation, including receipts and photographs of the damages.

I expect a prompt response to this complaint, along with the compensation I am entitled to, as per your policy. Thank you for addressing this matter urgently.

Sincerely,

[Your Name]