

Utility Refund Request for Service Interruption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Refund Due to Service Interruption

Dear Customer Service Team,

I am writing to formally request a refund for the service interruption I experienced with [Utility Company Name] on [specific dates or duration of interruption]. My account number is [Your Account Number].

During the service interruption, I was unable to receive [specific services affected], which caused considerable inconvenience. According to your policy, customers are entitled to compensation for service disruptions exceeding [duration].

Based on the duration of the interruption, I kindly request a refund of [amount or details of compensation requested]. I have attached relevant documentation supporting my claim.

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

Sincerely,

[Your Name]