

[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]

Dear Customer Service Team,

I am writing to follow up on my previous request for compensation due to the utility outage that occurred on [Outage Date]. My account number is [Account Number]. I submitted my request on [Request Submission Date] and have not yet received a response.

The outage caused significant inconvenience, and I believe I am entitled to compensation as per your policy. I would appreciate any updates regarding the status of my request.

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

Sincerely,

[Your Name]