

Letter of Demand for Reimbursement

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request reimbursement for the disruption of service that occurred on [date(s) of service disruption]. The service interruption affected [briefly explain the nature of the service] and caused [explain the impact on you, e.g., financial loss, inconvenience].

According to the terms of service, I am entitled to compensation for disruptions that exceed [mention any relevant timeframe]. Attached to this letter are copies of relevant documents, including invoices and correspondence related to this incident.

Given the circumstances, I kindly request reimbursement in the amount of [specify amount] by [specify deadline, e.g., two weeks from the date of this letter]. I believe this request is reasonable considering the inconvenience caused.

Thank you for your attention to this matter. I look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,
[Your Name]