

Request for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name] Customer Service,

I am writing to formally request reimbursement for expenses incurred due to service issues I experienced with [Service/Product Name] on [Date of Service].

Detailing the issues:

- Issue 1: [Describe the first issue]
- Issue 2: [Describe the second issue]
- Additional Details: [Any other relevant information]

As a result of these issues, I incurred the following costs: [Detail any expenses related to the service issues].

I have attached relevant documents [receipts, invoices, correspondence] for your review. I believe these circumstances warrant your consideration for reimbursement, totaling [insert amount].

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

Sincerely,

[Your Name]