

# Request for Reimbursement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for financial losses I incurred due to fraud, which occurred on [date of incident]. I have provided detailed information below regarding the incident and my associated losses.

## Incident Details:

On [date], I received a communication that I now know to be fraudulent. The perpetrator [brief description of the fraud, e.g., impersonated a company representative] and managed to obtain sensitive information that led to unauthorized transactions totaling [\$ amount].

## Supporting Documentation:

Attached to this letter, you will find the following documentation to support my claim:

- Copy of my bank statement showing the fraudulent transactions.
- Police report filed regarding the incident.
- Any correspondence with the fraudulent entity.
- Statement from my bank regarding the transactions.

Given the circumstances of this unfortunate event, I kindly request a reimbursement of the total amount of [\$ amount] as compensation for my losses. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]