Request for Reimbursement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request reimbursement for a shipment that was lost in transit. The shipment, which was expected to arrive on [Expected Delivery Date], contained [Brief Description of Items] and was shipped under tracking number [Tracking Number]. Unfortunately, despite extensive tracking efforts, it has been confirmed as lost.

According to your policies regarding lost shipments, I believe I am eligible for reimbursement for the value of the lost items, totaling [Amount]. I have attached all relevant documentation, including the original invoice and tracking information, for your reference.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Thank you for your understanding.

Sincerely,

[Your Name]