

Letter of Appeal for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for reimbursement in connection with ongoing telecom connectivity issues that I experienced on [specific dates]. These issues have significantly affected my ability to conduct personal and professional communication.

Despite my attempts to resolve the issue through customer support, the persistent connectivity problems have caused considerable inconvenience. Hence, I am requesting a reimbursement for the period of disruption.

Enclosed with this letter are all relevant documents, including proof of payment and any communication made with your support team regarding these issues.

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

Sincerely,

[Your Name]