

Commercial Auto Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Reimbursement - Roadside Assistance Claim

Dear [Claims Adjuster's Name or Customer Service],

I am writing to formally request reimbursement for roadside assistance services incurred on [Date of Incident] for my commercial vehicle covered under policy number [Insert Policy Number].

Details of the incident:

- Vehicle Make/Model: [Insert Vehicle Make/Model]
- Incident Location: [Insert Location]
- Description of Service: [Briefly describe the service provided]
- Total Cost: [Insert Cost]
- Service Provider: [Insert Name of the Provider]

Attached are copies of the receipts and any relevant documents related to the reimbursement request.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]