

Reimbursement Request for RV Repairs

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request reimbursement for recent repairs made to my RV, [RV Make & Model], with the VIN: [VIN Number]. The repairs were necessary due to [brief explanation of the problem, e.g., damage incurred during a trip, mechanical failure, etc.].

The total cost of the repairs amounted to [Total Amount] which I have attached in the form of receipts and invoices for your review.

Given that these repairs were necessary for the maintenance and safety of my RV, I kindly request your assistance in processing this reimbursement at your earliest convenience.

If you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]