

# Towing Service Reimbursement Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Rental Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Towing Service Reimbursement**

Dear [Rental Company Customer Service],

I hope this message finds you well. I am writing to formally request reimbursement for towing services incurred during my recent rental of [Vehicle Make, Model, and Year] with reservation number [Reservation Number] from [Start Date] to [End Date].

On [Date of Incident], the vehicle experienced [brief description of the issue], resulting in the need for towing services. The towing provider, [Towing Service Name], can be reached at [Towing Service Phone Number]. I have attached all relevant invoices and documentation regarding the towing charges, totaling [Amount].

As per the rental agreement and your policy for such situations, I would appreciate it if you could process my reimbursement request at your earliest convenience.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]