

Towing Service Reimbursement Follow-Up

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to follow up on the status of my towing service reimbursement claim, submitted on [Submission Date], for the incident that occurred on [Incident Date]. The reference number for this claim is [Claim Number].

As of today, I have not received any updates regarding the processing of my claim. I would appreciate any information you can provide about the current status or any additional documents you may require from my side to expedite this process.

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

Sincerely,

[Your Name]

[Your Contact Number]