

# Towing Service Reimbursement Form

Date: \_\_\_\_\_

To: [Roadside Assistance Program Name]

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dear [Program Administrator's Name],

I am writing to request reimbursement for towing services incurred on [Date of Service] due to a roadside assistance need. Below are the details of the service:

## Towing Service Details

- Towing Company: \_\_\_\_\_
- Towing Date: \_\_\_\_\_
- Amount Charged: \$ \_\_\_\_\_
- Service Location: \_\_\_\_\_
- Vehicle Make and Model: \_\_\_\_\_

Attached to this letter are copies of the receipt and any other necessary documentation regarding this service for your review.

I appreciate your assistance in processing this reimbursement request. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]