

Letter of Inquiry for Towing Service Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Adjuster's Name],

I hope this message finds you well. I am writing to formally inquire about the reimbursement of towing services incurred on [date of towing]. My vehicle, [make and model of vehicle], was towed due to [brief explanation of the circumstance leading to the towing].

The towing service was provided by [Towing Company Name] and the total cost of the service was [amount]. I have attached the invoice and any relevant documentation for your review.

As per my policy [Policy Number], I believe I am entitled to reimbursement for this unforeseen expense. I would appreciate your guidance on the next steps regarding this inquiry and any additional information you may require from my end.

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

Sincerely,

[Your Name]

[Your Policy Number]