

Reimbursement Request for Towing Service

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Request for Reimbursement of Towing Expenses

Dear [Insurance Adjuster's Name],

I am writing to formally request reimbursement for towing services I incurred following an accident on [Insert Date of Accident], as per my policy with your company (Policy Number: [Insert Policy Number]).

The details of the incident are as follows:

- Date of Incident: [Insert Date]
- Location of Incident: [Insert Location]
- Description of Incident: [Brief Description]
- Towing Service Provider: [Towing Company Name]
- Towing Service Cost: \$[Insert Amount]
- Payment Method: [Insert Payment Method]

Attached to this letter are the following documents for your reference:

- Copy of the towing receipt
- Accident report
- Any additional relevant documentation

Thank you for your prompt attention to this matter. I appreciate your assistance and look forward to your timely response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]