

Reimbursement Request for Long-Distance Towing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Towing Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Reimbursement

Dear [Recipient's Name],

I am writing to formally request reimbursement for the long-distance towing service I utilized on [Date of Towing]. The details of the towing service are as follows:

- **Vehicle Make and Model:** [Vehicle Make & Model]
- **Towing Date:** [Date]
- **Pickup Location:** [Pickup Address]
- **Drop-off Location:** [Drop-off Address]
- **Total Distance Towed:** [Distance] miles
- **Total Cost:** \$[Amount]

Attached are the receipts and any other documents related to this towing service for your reference. I would appreciate it if you could process this reimbursement at your earliest convenience. Please feel free to contact me should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]