

# Reimbursement Request for Towing Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Towing Company Name]

[Towing Company Address]

[City, State, Zip Code]

Dear [Towing Company Name or Contact Person],

I am writing to formally request reimbursement for towing services that were rendered on [Insert Date of Towing]. My personal vehicle, a [Make, Model, Year of Vehicle], was towed under circumstances that I believe warrant reimbursement.

The details of the towing service are as follows:

- Date of Towing: [Insert Date]
- Location of Tow: [Insert Location]
- Towing Fee: \$[Insert Amount]
- Towing Receipt: [Attached/Enclosed]

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if you require any further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]