

Towing Service Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request reimbursement for unauthorized towing of my vehicle that occurred on [Date of Towing Incident]. My vehicle, a [Make, Model, Year], with license plate number [License Plate Number], was towed from [Location] without proper notification or justification.

According to local regulations, towing without consent or adequate notice is considered unauthorized. I have attached relevant documentation, including photographs of the towing incident, the towing receipt, and any correspondence about the incident, for your review.

I kindly ask that you process this reimbursement at your earliest convenience. I can be reached at [Your Phone Number] or [Your Email] for any questions or additional information.

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

Sincerely,

[Your Name]