

Letter of Appeal for Reimbursement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal for Reimbursement of Shipping Costs

Dear [Recipient's Name],

I am writing to formally appeal for reimbursement of shipping costs incurred on [date of shipping] related to my order [Order Number]. Despite my expectation of being compensated, I have yet to receive reimbursement for the total amount of [specific amount].

The circumstances leading to this request are as follows: [briefly outline the reason for shipping, any delays or issues that occurred, and why reimbursement is justified].

Attached to this letter are copies of the shipping receipts and any relevant correspondence that supports my appeal.

I appreciate your prompt attention to this matter and look forward to resolving this issue amicably. Please feel free to contact me at your earliest convenience for any further information you may require.

Thank you for your understanding.

Sincerely,

[Your Name]