

Request for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request reimbursement for carpet cleaning costs incurred in the rental unit located at [Rental Address].

As per our lease agreement and following the recent inspection of the property, it was important to maintain the cleanliness of the carpets due to [brief explanation, e.g., "wear and tear" or "pet-related issues"].

The total cost of the carpet cleaning service was [insert amount], and I have attached the receipt for your reference.

I would appreciate your prompt attention to this matter and look forward to receiving the reimbursement at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]