

Request for Reimbursement Due to Service Failure

[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]

Dear [Recipient's Name],

I am writing to formally request reimbursement for [briefly describe the service failure, e.g., "a missed appointment" or "the poor quality of service provided on [date]"]. I had expected [explain what you expected], but unfortunately, the service did not meet these expectations.

The details of the service failure are as follows:

- Date of Service: [Date]
- Description of the Issue: [Describe the issue in detail]
- Invoice Number (if applicable): [Invoice Number]
- Amount Paid: [Amount Paid]

As a result of this failure, I would like to request a reimbursement of [amount] for the inconvenience caused. I have attached supporting documents, including receipts and correspondence related to this matter, for your review.

I appreciate your prompt attention to this issue, and I hope for a resolution at your earliest convenience. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Thank you for your understanding.

Sincerely,
[Your Name]