

Letter of Demand for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand reimbursement for the inadequate service I received from [Company Name] on [Date of Service]. Despite my expectations based on your company's reputation, the service delivered fell considerably short. Specifically, [describe the nature of the inadequate service, e.g., delayed response, poor quality, etc.].

As a result of this experience, I have incurred [describe any financial loss or inconvenience caused, if applicable]. Enclosed are copies of relevant documents, including [list any attached documents, such as receipts or contracts].

I believe that a reimbursement of [insert specific amount] is fair and justified under these circumstances. I kindly request that this matter be resolved within [insert a reasonable time frame, e.g., 14 days] to avoid further action.

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

Sincerely,

[Your Name]