

Refund Request for Lost Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Transportation Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request a refund for items that were lost during my recent use of your transportation service. The details of the trip are as follows:

- **Trip Date:** [Insert Trip Date]
- **Trip Reference Number:** [Insert Reference Number]
- **Pick-Up Location:** [Insert Pick-Up Location]
- **Drop-Off Location:** [Insert Drop-Off Location]

Unfortunately, I discovered that [describe the lost items briefly, e.g., "I left my backpack containing personal items"]. I have made attempts to retrieve these items by [mention any actions taken, such as contacting customer service or checking lost and found].

Given the circumstances, I kindly request a refund for the lost items, which I estimate to be valued at approximately [insert estimated value]. I have attached any relevant documentation to support my claim, including receipts and correspondence with your team.

Thank you for your attention to this matter. I look forward to your prompt response regarding my refund request.

Sincerely,

[Your Name]