

# Letter of Appeal for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for reimbursement regarding the transportation issues I encountered on [specific date] during my [trip/purchase/booking]. Despite my best efforts to resolve the matter, I was left with [describe the specific issue briefly, e.g., delayed flights, extra transportation fees].

Due to these unforeseen circumstances, I incurred additional expenses amounting to [insert amount]. I have attached all relevant documentation, including receipts and communication with the transportation provider, for your review.

I appreciate your attention to this matter and kindly request that you consider my appeal for reimbursement. I look forward to your prompt response and resolution of this issue.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title, if applicable]