

Reimbursement Inquiry for Downtime

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about a reimbursement regarding the downtime experienced during [specify the date or period] due to [briefly describe the cause]. This downtime has significantly impacted my operations and resulted in unforeseen expenses.

I have attached all relevant documentation, including invoices and correspondence related to this matter, for your review. I would appreciate your assistance in processing this reimbursement at your earliest convenience.

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

Sincerely,

[Your Name]