

Reimbursement Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for damages that occurred to my property on [date of incident]. The property in question, [describe damaged property], was damaged due to [briefly explain the cause of damage].

Attached are copies of the receipts for the repairs/replace costs, along with photographs of the damage for your review.

Based on the information provided, the total amount I am seeking for reimbursement is [insert total amount]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]