

Request for Reimbursement for Flood Damage

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request reimbursement for the damages incurred during the recent flood at [Property Address]. As per our contract (Contract No: [Insert Contract Number]), I believe that the flood damages fall under your liability due to [briefly explain the reason].

Attached to this letter, you will find:

- A detailed estimate of the damages provided by [Name of the Damage Assessor]
- Photographic evidence of the flood impact
- Copies of any relevant invoices and receipts

The total amount requested for reimbursement is [Total Amount]. I respectfully request that this matter be processed at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further documentation or information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]