

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[QHS Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request reimbursement assistance for [briefly describe the service/item for which reimbursement is requested] that I received on [date of service/item purchase].

The details of the service/item are as follows:

- ****Service/item description****: [Description]
- ****Amount paid****: [Total Amount]
- ****Date of service/item purchase****: [Date]
- ****Invoice/Receipt number****: [Invoice/Receipt Number]

I have attached all relevant documentation, including the original invoice/receipt and any other supporting materials that may be required for this process.

I would greatly appreciate your prompt attention to this matter and look forward to your response regarding the next steps. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]