

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding QHS Reimbursement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my reimbursement request related to [specific QHS service or product] submitted on [submission date].

Details of the reimbursement request:

- Invoice Number: [Invoice Number]
- Date of Service: [Date]
- Amount Requested: [Amount]

I would greatly appreciate your assistance in providing an update on this matter, as I have not yet received confirmation of the reimbursement. If further information or documentation is required, please do not hesitate to reach out.

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

Sincerely,

[Your Name]
[Your Job Title/Organization, if applicable]