Request for Reimbursement of Medical Expenses

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir/Ma,

I am [mentioned your name] working as a [your role and your company], I am forwarding my request for refund of medical expenses incurred during my last admission to the hospital for treatment. A payment of [mentioned the amount paid] was made by [mention the person that made the payment] based on the bill he/she was given not knowing that the company I worked with is charged with the responsibility of paying it workers’ hospital bill based on signed agreement.

Therefore, I request for a refund of all medical expenses. All receipts are enclosed and attached to this letter.

I am looking forward to your positive response in this regard.

Yours Sincerely,

[Your name]