**How to Write a Reimbursement Request Letter**

From,

Sumitra Kumar,

4029 -C, Lakhan Pur Road Chawdi Bazaar - Delhi-90900 (+600)-11-121-12432

[sumirts@gmail.com](mailto:sumirts@gmail.com) Date: June 5, 2029

To,

Robina Khatoon, Badot, Bhagpat, [nycjk@gmail.com](mailto:nycjk@gmail.com) (+11)-110-132-7560

Dear Robina Ma’am,

I am Sumitra Kumar, AEIE final year, roll no- 4011-220. I had deposited Rs. 4500 for my library services. I have already raised for all my clearances and no book is pending to submit from my end. Hence I am requesting you to initiate the process of reimbursement of the security deposit.

I will be writing my fail paper in a week and leave for my workplace afterward. This will be extremely helpful if I get the money by this week.

Sincerely, Sumitra Kumar