

## 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

Date: June 5, 2029

To,  
Robina Khatoon,  
Badot, Bhagpat,  
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

