

# Customer Loss Recovery Request Letter

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Subject: Request for Loss Recovery

Dear [Recipient Name],

I am writing to formally request recovery for the loss incurred on [briefly explain incident/date].

On [date of incident], I experienced a loss involving [describe product/service/account, the nature of the loss, and any relevant details]. Despite my efforts to resolve this matter through standard channels, the issue remains unresolved.

Attached/enclosed are supporting documents, including [list documents, e.g., receipts, correspondence, proof of transaction], which detail the extent of the loss and actions taken to date.

I kindly request a prompt resolution and reimbursement of the total loss amounting to [specify amount, if applicable], as per the company's policy and customer service standards.

Please let me know if additional information or documentation is required to process this request.

Thank you for your attention and prompt response to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Account/Reference Number, if any]

## Important Notes:

- Customize the template with correct names, dates, and specific details relevant to your case.
- Attach all necessary supporting documents to substantiate your claim.
- Keep a copy of this letter and all correspondence for your records.
- Follow up with the recipient if you do not receive a response within the stated period.
- Review the company's loss recovery policy prior to submission.