

SilverRock Automotive,
Inc. PO Box 29087
Phoenix, AZ 85038-9087



REIMBURSEMENT REQUEST COVER LETTER

Date: ___/___/___

RE: Reimbursement Request

Dear Customer,

Please use this form as a cover letter to submit your reimbursement request. All requests will be evaluated in accordance to your contract to determine if they are eligible for reimbursement. Incomplete information may delay or prevent reimbursement, please include the required documentation outlined below when submitting this request. Allow 10-14 business days for your request to be processed.

Please note that if you are requesting reimbursement for rental expenses, a receipt of payment is required. Rental agreements and estimates provided by the rental company are not considered as proof of payment.

Instructions:

Complete and return this reimbursement cover letter along with the required documentation (below) to:

Email: ClaimReimbursement@SilverRockinc.com

If you are unable to email, please mail to:

SilverRock Automotive, Inc

P.O. Box 29087

Phoenix, AZ 85038-9087

Required Documentation:

- Completed Cover Letter
- Repair Invoice (if applicable)
- Proof of Payment

Owner of Vehicle	
Full VIN (of your vehicle)	
Mailing Address (Upon approval where the refund will be sent)	
Checkmark your Reimbursement Request *Please describe	<input type="checkbox"/> Rental- How many days of rental are you requesting? _____ <input type="checkbox"/> Tow <input type="checkbox"/> Alternate transport (Lyft, Uber, Etc.) <input type="checkbox"/> Key <input type="checkbox"/> Repair(s)*: _____ <input type="checkbox"/> Other*: _____
Requested Amount	\$ _____

Please give us a call at (877) 584-3848 if you have any questions, we are more than happy to help.