

Expense Reimbursement Request

Date: [Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Expense Reimbursement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during [event or purpose] on [date]. Below are the details of the expenses:

Date	Description	Amount
[Date]	[Description of Expense]	[Amount]
[Date]	[Description of Expense]	[Amount]

Total Amount: [Total Amount]

Attached are the relevant receipts and documentation for your reference. I appreciate your prompt attention to this matter, and I look forward to your approval.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]