

# Request for Expense Reimbursement

Date: [Insert Date]

To: [Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request reimbursement for expenses incurred during [briefly describe the purpose, e.g., a business trip, client meeting, etc.] that took place on [date]. Below is a summary of the expenses:

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

Attached to this letter, you will find the receipts and documentation for the mentioned expenses. The total amount for reimbursement is [Total Amount].

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]