

Expense Reimbursement Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my recent expense reimbursement submission dated [Insert Submission Date]. I submitted the following expenses:

- Expense 1: [Description] - Amount: [Amount]
- Expense 2: [Description] - Amount: [Amount]
- Expense 3: [Description] - Amount: [Amount]

According to our policy, I was expecting to receive the reimbursement by [Insert Expected Date]. However, I have not yet received any confirmation. I would greatly appreciate it if you could provide an update regarding my reimbursement status.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]