

Reimbursement Request

Date: _____

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during [mention the purpose, e.g., a business trip, project, etc.] that took place on [date] in accordance with company policy.

The total amount for reimbursement is [insert amount], itemized as follows:

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

I have attached the relevant receipts and documentation for your review. Please let me know if any further information is needed to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company Name]