

# Budget Reimbursement Request Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Approval of Budget Reimbursement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the reimbursement of expenses incurred during [mention the specific project or event].

Below is a summary of the expenses that require reimbursement:

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

The total amount to be reimbursed is: [**Total Amount**].

Please find attached the necessary receipts and documentation for your reference.

I appreciate your prompt attention to this matter and look forward to your approval.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]