

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for [briefly describe the expense, e.g., travel expenses incurred for a project]. The total amount I am seeking to be reimbursed is [insert amount] which includes [list any relevant details, such as itemized expenses or dates].

This expense was incurred on [date] for [specific purpose, e.g., attending a conference, client meeting, etc.]. Attached to this letter are the relevant receipts and documentation supporting this request.

I appreciate your attention to this matter and look forward to your prompt approval of this reimbursement request. Please do not hesitate to contact me if you have any questions or require further information.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Company Name]