

Supplier Reimbursement Request Approval

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request approval for a reimbursement related to our recent transaction with [Supplier Name]. The details of the reimbursement request are as follows:

- **Invoice Number:** [Invoice Number]
- **Description of Goods/Services:** [Description]
- **Amount:** \$[Requested Amount]
- **Date of Purchase:** [Purchase Date]

This reimbursement request is in accordance with our agreed terms and conditions outlined in our contract. Attached to this letter are all relevant documents, including the invoice and proof of payment, to assist in the review process.

I kindly ask for your prompt attention to this matter and would appreciate your approval at your earliest convenience. Please feel free to reach out if you need any additional information or clarification.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]