

# Reimbursement Approval Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reimbursement Approval

Dear [Recipient's Name],

We are pleased to inform you that your request for reimbursement for [specific expenses] has been reviewed and approved. The details of the approval are as follows:

- Amount: \$[Insert Amount]
- Reimbursement Period: [Insert Dates]
- Reference Number: [Insert Reference Number]

Please allow 5-7 business days for the reimbursement to be processed and credited to your account.

If you have any questions or need further assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]