

Reimbursement Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for reimbursement dated [Insert Request Date] has been approved. The total amount approved for reimbursement is [Insert Amount].

The reimbursement will be processed and should be reflected in your account by [Insert Payment Date]. Please ensure that all necessary documentation is attached to this letter for your records.

Thank you for your attention to this matter. If you have any further questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]