

Reimbursement Request Approval Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Reimbursement Request Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for the reimbursement of expenses I incurred during [briefly explain the purpose of the expenses, e.g., a business trip, training, etc.].

The total amount for reimbursement is [insert amount], which includes [briefly list the expenses, e.g., travel, accommodation, meals, etc.]. I have attached all necessary receipts and documentation for your review.

Thank you for considering my request. Please let me know if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]