

# Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Company Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to submit my travel expense account for the recent meetings we had on [insert dates] in [location]. Please find below the details of the expenses incurred during this business trip:

<b>Date</b>	<b>Description</b>	<b>Amount</b>
[Date]	[Travel Type: Flight/Hotel/Meals/Transportation]	[\$[Amount]]
[Date]	[Travel Type: Flight/Hotel/Meals/Transportation]	[\$[Amount]]

Total Expenses: \$[Total Amount]

I have attached all relevant receipts and documentation for your review. I kindly request the reimbursement of these expenses at your earliest convenience.

Thank you for your understanding, and I look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]