

# Telecom Expense Reimbursement Claim

**Your Name**

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

**To:**

[Manager's Name]

[Company Name]

[Company Address]

City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit my claim for reimbursement of telecom expenses incurred during [specify period, e.g., "the month of September 2023"], as per company policy.

Below are the details of the expenses:

- **Item:** Mobile Phone Bill
- **Invoice Number:** [Insert Number]
- **Date of Service:** [Insert Date]
- **Amount:** \$[Insert Amount]

I have attached the invoice and any necessary documentation to this email for your review.

Please let me know if you require any further information or clarification regarding this claim. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]