

# Request for Telecom Charges Reimbursement

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request reimbursement for telecom charges incurred during the course of my work-related duties for the month of [Insert Month].

Enclosed are the proof of payments and detailed invoices indicating the telecom services utilized. The total amount being submitted for reimbursement is [Insert Amount].

These telecom services were necessary for [briefly explain the reason, e.g., client meetings, conference calls, etc.], and I appreciate your consideration of this request.

If you need any further information or documentation to process this request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]