

# Confirmation of Travel Reimbursement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the approval of your travel reimbursement related to your recent charity events on behalf of [Charity Name]. The details of the reimbursement are as follows:

- **Date of Travel:** [Insert Date]
- **Purpose of Travel:** [Insert Purpose]
- **Total Amount Reimbursed:** \$[Insert Amount]

Please retain this letter for your records. If you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your dedication and support of [Charity Name].

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]