

Expense Claim for Charity Participation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my expense claim for my participation in the [Name of Charity Initiative] held on [Date of Event]. I was honored to be part of this important event and to contribute to [briefly describe the purpose of the initiative].

Below is a breakdown of the expenses incurred during my participation:

- Transportation: \$[amount]
- Meals: \$[amount]
- Supplies: \$[amount]
- Other: \$[amount]

Total Expenses: \$[total amount]

I have attached all relevant receipts and documentation for your review. Thank you for considering my claim. Please let me know if you need any further information.

Sincerely,

[Your Name]