

# Request for Reimbursement of Charity Travel Expenses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Charity Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent trip to [Event/Location] on [Date(s)] as part of my volunteer efforts with [Charity Organization's Name].

Details of the expenses are as follows:

- Travel: \$[Amount] (Details of transportation, e.g., flight, mileage)
- Accommodation: \$[Amount] (Hotel information)
- Meals: \$[Amount] (Dates and meal details)
- Other: \$[Amount] (Any additional relevant expenses)

The total amount requested for reimbursement is \$[Total Amount]. I have attached all relevant receipts and documentation for your review.

I appreciate your attention to this matter and your continued support of our charitable efforts. If you require any further information or documentation, please do not hesitate to reach out.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position/Role, if applicable]