

Vendor Expense Reimbursement Acknowledgement

Date: [Insert Date]

To:

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Name],

We would like to acknowledge the receipt of your expense reimbursement request submitted on [Insert Submission Date]. We appreciate the detailed documentation provided regarding the expenditures.

Your reimbursement request totaling [Insert Amount] has been reviewed and is currently being processed. We aim to complete this process by [Insert Expected Completion Date].

If you have any questions or require further information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]