

# Vendor Expense Reimbursement Application

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request reimbursement for expenses incurred while providing services as a vendor for [Project/Service Name]. Below are the details of the expenses:

<b>Date</b>	<b>Description</b>	<b>Amount</b>
[Insert Date]	[Insert Description]	[Insert Amount]

Total Amount Requested: [Insert Total Amount]

Attached are the receipts and any additional documentation necessary to support my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]