

Vendor Expense Reimbursement Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

Dear [Recipient Name],

I am writing to request reimbursement for expenses incurred on behalf of [Insert Company Name] during the month of [Insert Month/Year]. Below is the breakdown of the expenses along with the corresponding documentation for your review.

Expense Details:

Date	Description	Amount	Receipt
[Insert Date]	[Insert Description]	[Insert Amount]	[Attach Link or Indicate Attachment]

Total Amount: [Insert Total Amount]

Please find attached the receipts and any other necessary documentation to support this reimbursement request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you very much for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]