

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the reimbursement of expenses incurred during [specific event or service]. As per our records, the reimbursement request was submitted on [submission date], but we have yet to receive confirmation of processing.

Please let me know if there are any updates regarding the status of this reimbursement. If you require any additional information or documentation to expedite the process, feel free to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]