

# Expense Reimbursement Request

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to process the expense reimbursement for the following incurred expenses related to [Project/Service Name]. Below are the details of the expenses:

Description	Date Incurred	Amount
[Expense Description 1]	[Date 1]	[Amount 1]
[Expense Description 2]	[Date 2]	[Amount 2]

The total amount for reimbursement is: **[Total Amount]**

Please find attached the receipts and documentation for the above expenses. We kindly ask that you process this request at your earliest convenience.

Thank you for your assistance. Should you have any questions or need further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]