

Vendor Expense Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to request reimbursement for expenses incurred on behalf of [Your Company Name] related to [specific project or purpose]. Below is the summary of the expenses along with the attached receipts for your review.

Expense Details

Date	Description	Amount
[Insert Date]	[Insert Description]	[Insert Amount]
[Insert Date]	[Insert Description]	[Insert Amount]

Total Amount: [Total Amount]

Please let me know if you require any additional information or documentation. I appreciate your prompt attention to this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]