

# Expense Account Submission

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. Please find below the detailed expense account for the work completed under the subcontract agreement dated [Insert Date].

## Expense Breakdown

Date	Description	Amount
[Insert Date]	[Description of Expense]	[\$Amount]
[Insert Date]	[Description of Expense]	[\$Amount]
[Insert Date]	[Description of Expense]	[\$Amount]
<b>Total Expenses</b>		<b>[\$Total Amount]</b>

Attached to this letter are copies of the receipts and documentation for your review. Please let me know if you require any additional information or clarification.

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]