

# Expense Claim for Subcontractor Services

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit an expense claim for subcontractor services rendered on [specific project or task] During the period of [start date] to [end date]. Attached are the receipts and documentation supporting the expenses incurred.

## Details of Expenses:

- Description of Service: [Service Description] - Amount: \$[Amount]
- Description of Service: [Service Description] - Amount: \$[Amount]
- Description of Service: [Service Description] - Amount: \$[Amount]

Total Amount Claim: \$[Total Amount]

Please let me know if you require further information or documentation in regards to the above claim. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]