

Expense Submission for Subcontractor Transactions

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Expense Submission for Subcontractor Services

Dear [Recipient's Name],

I hope this message finds you well. I am writing to submit the expenses incurred during the course of our subcontractor services for the project [Project Name/Description] from [Start Date] to [End Date]. Please find the detailed breakdown of the expenses below:

Date	Description	Amount
[Insert Date]	[Brief Description of Expense]	[Amount]

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

Please let me know if you need any further information or documentation regarding this submission. I appreciate your attention to this matter and look forward to your prompt processing of these expenses.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]