

Expense Reimbursement Request

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Expense Reimbursement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during the course of our subcontracted work on [Project Name or Description]. Below is a detailed account of the expenses:

Date	Description	Amount
[Date of Expense]	[Description of Expense]	[\$[Amount]]
[Date of Expense]	[Description of Expense]	[\$[Amount]]

Total Amount Requested: \$[Total Amount]

Attached are the receipts and documentation to support my request. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you very much.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]