

Date: [Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request reimbursement for expenses incurred during my business travel from [Start Date] to [End Date]. The total amount for reimbursement is [Total Amount].

Details of expenses are as follows:

- Airfare: [Amount]
- Accommodation: [Amount]
- Meals: [Amount]
- Transportation: [Amount]
- Other: [Amount]

Please find attached all relevant receipts and documentation for your review. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]