

# Expense Reimbursement Request for Charitable Donations

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for charitable donations made on behalf of [Your Organization/Department Name]. As part of our commitment to community engagement, I contributed to the following charitable organizations:

- **Organization Name:** [Name of Charity 1]
- **Donation Amount:** \$[Amount]
- **Date of Donation:** [Date]
  
- **Organization Name:** [Name of Charity 2]
- **Donation Amount:** \$[Amount]
- **Date of Donation:** [Date]

Attached are the receipts and documentation for the above contributions. In total, I am requesting reimbursement in the amount of \$[Total Amount].

Thank you for your consideration of this request. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]