

Expense Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Expense Reimbursement - Client Entertainment

Dear [Manager's Name],

I hope this message finds you well. I am writing to request reimbursement for client entertainment expenses incurred on [insert date of entertainment] during our meeting with [Client's Name/Company]. This gathering was instrumental in nurturing our professional relationship and discussing future collaborations.

Details of the Expenses:

- **Type of Expense:** [e.g., Dinner, Lunch, Event Tickets]
- **Date of Expense:** [Insert Date]
- **Location:** [Insert Location]
- **Attendees:** [List attendees, e.g., Client's Name, Other Colleagues]
- **Total Amount:** \$[Insert Amount]

Attached are the receipts and any additional documentation required for this reimbursement request.

Thank you for your attention to this matter. I appreciate your support, and I look forward to your prompt approval.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]