

Expense Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Reimbursement of Relocation Expenses

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for the relocation expenses I incurred as a result of my recent move to [New Location] for my position as [Your Job Title].

The total amount of expenses incurred is as follows:

- Moving Company Fees: \$[Amount]
- Transportation Costs: \$[Amount]
- Temporary Housing: \$[Amount]
- Other Expenses: \$[Amount]

Enclosed are the receipts and documentation for each of the above expenses.

According to our company's relocation policy, I believe I am eligible for reimbursement of these costs. I would appreciate it if you could process this request at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]