

# Expense Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred related to home office equipment that I purchased in order to maintain productivity while working remotely.

The details of my expenses are as follows:

- Item: [Description of the Equipment]  
Amount: [Cost]  
Date of Purchase: [Purchase Date]
- Item: [Description of the Equipment]  
Amount: [Cost]  
Date of Purchase: [Purchase Date]

Attached are the receipts for your review. The total amount I am requesting for reimbursement is [Total Amount].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]