

Expense Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Reimbursement of Marketing Expenses

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for marketing-related expenses I incurred during [project/event name] on [date].

Below is a detailed breakdown of the expenses:

- Expense 1: [Description] - \$[Amount]
- Expense 2: [Description] - \$[Amount]
- Expense 3: [Description] - \$[Amount]

The total amount for reimbursement is: \$[Total Amount].

I have attached the relevant receipts and documentation for your review. Please let me know if you need any further information or clarification.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]