

# Expense Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

To: [Supervisor's Name]

[Supervisor's Position]

[Company Name]

Dear [Supervisor's Name],

I am writing to request reimbursement for office supplies purchased for work-related purposes. Below are the details of the expenses incurred:

Date	Description	Amount
[Insert Date]	[Description of Item]	[\$[Amount]]

Total Amount: \$[Total Amount]

I have attached the receipts for your reference. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]