

Expense Reimbursement Request

Date: [Insert Date]

To: [Manager/Supervisor Name]

From: [Your Name]

Subject: Request for Reimbursement of Training Expenses

Dear [Manager/Supervisor Name],

I hope this message finds you well. I am writing to formally request reimbursement for training expenses incurred while attending [Training Program Name] on [Date(s)] at [Location]. This training is essential for my professional development and directly benefits our team by [explain how it benefits your team/organization].

The total expenses amount to [Total Amount] and include the following:

- [Expense 1: Description, Amount]
- [Expense 2: Description, Amount]
- [Expense 3: Description, Amount]

Attached are copies of the receipts and any necessary documentation for your review.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]