

Expense Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Title]

Organization: [Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my volunteer work with [Organization Name] on [Date(s) of Service].

Details of Expenses:

- **Transportation:** \$[Amount] - [Brief Description]
- **Supplies:** \$[Amount] - [Brief Description]
- **Meals:** \$[Amount] - [Brief Description]

Attached are the receipts and documentation supporting each expense. The total amount for reimbursement is \$[Total Amount].

Thank you for considering my request. I appreciate the opportunity to contribute to [Organization Name] and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]