

# Inquiry Regarding Training Expense Reimbursement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my training expense reimbursement submitted on [insert submission date]. The training completed on [insert training date] was essential for my professional development and aligns with our organizational goals.

Could you please provide an update regarding the approval process and anticipated timeline for the reimbursement? If any further documentation is required, kindly let me know, and I will be happy to provide it promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]