

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

Dear [Recipient's Name],

I am writing to formally submit my expense report for business meals incurred during [insert relevant period, e.g., "the week of March 1 - March 7, 2023"].

The details of the expenses are as follows:

<b>Date</b>	<b>Description</b>	<b>Amount</b>
[Date of Meal]	[Description of the Meal or Meeting]	[Total Amount]

Attached to this email are the receipts for the expenses listed above. I appreciate your prompt attention to this matter and look forward to your confirmation of the reimbursement.

Thank you very much!

Sincerely,

[Your Name]

[Your Contact Information]