

Expense Report Submission

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Expense Report for Client Meetings

Dear [Client Name],

I hope this message finds you well. Please find attached the expense report for the recent client meetings held on [Insert Dates]. The following expenses were incurred:

- Travel: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Other: \$[Amount]

The total amount for reimbursement is \$[Total Amount]. I have enclosed all relevant receipts and documentation for your review.

Please let me know if you need any additional information or clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]