

Expense Report Submission for Employee Relocation Costs

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Submission of Expense Report for Relocation

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my expense report related to my recent relocation, as per the company's relocation policy.

Details of expenses incurred are as follows:

- Moving Company Fees: \$[Amount]
- Temporary Housing: \$[Amount]
- Travel Expenses: \$[Amount]
- Miscellaneous Costs: \$[Amount]

The total expenses amount to: \$[Total Amount]

I have attached all the necessary receipts and documentation for your review.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]