

Date: [Insert Date]

To: [Insert Manager's Name]

From: [Your Name]

Subject: Expense Report Submission for Office Supplies

Dear [Manager's Name],

I hope this message finds you well. I am writing to submit my expense report for recent office supplies purchased for our department. The total expenditure amounts to [Insert Total Amount].

The details of the expenses are as follows:

- Item: [Insert Item Name] - Amount: [Insert Amount]
- Item: [Insert Item Name] - Amount: [Insert Amount]
- Item: [Insert Item Name] - Amount: [Insert Amount]

Attached to this email, you will find the receipts for all purchases along with the completed expense report form.

Please let me know if you need any further information or clarification regarding this submission.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]