

Client Cost Reimbursement Steps

Dear [Client's Name],

We appreciate your partnership and would like to outline the steps for cost reimbursement:

1. **Submission of Expenses:** Please submit all relevant expense documentation, including receipts and invoices, by [submission deadline].
2. **Review Process:** Our team will review the submitted expenses within [number of days] business days.
3. **Approval Notification:** You will receive an email notification regarding the approval or need for further information.
4. **Reimbursement Issuance:** Upon approval, reimbursement will be processed and issued within [number of days] business days.

If you have any further questions, please do not hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Company]