

Client Expense Claim Submission

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my expense claim for [Month/Year] related to [Project/Service Description]. Please find the details of the expenses incurred:

Date	Description	Amount
[Date]	[Description of Expense]	[Amount]
[Date]	[Description of Expense]	[Amount]

Total Claim Amount: [Total Amount]

Attached are the receipts and any additional documentation required for the processing of this claim.

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 Title]
[Your Company]
[Your Phone Number]
[Your Email Address]