

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding some expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date].

Upon reviewing the expense report submitted, I noticed some discrepancies that I believe need to be addressed to ensure proper accounting.

- Expense Item 1: [Description] - [Amount]
- Expense Item 2: [Description] - [Amount]
- Expense Item 3: [Description] - [Amount]

Could you please provide further details on the processing of these items? Clarification on the policies regarding these specific expenses would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]