

Travel Expense Claim Details

Dear [Candidate's Name],

Thank you for attending the interview on [Date]. To process your travel expenses, please provide the following details:

- **Full Name:** [Your Full Name]
- **Address:** [Your Address]
- **Contact Number:** [Your Contact Number]
- **Email Address:** [Your Email]
- **Date of Travel:** [Date]
- **Destination:** [Destination]
- **Mode of Travel:** [Mode (e.g., train, car)]
- **Travel Receipt:** [Attach Receipt]
- **Total Amount Claimed:** [Amount]

Please submit this information by [Submission Deadline]. If you have any questions, feel free to reach out.

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