

# Business Expense Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

To: [Supervisor's Name]

[Supervisor's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request reimbursement for business expenses incurred during [specify event or purpose] on [date(s)]. Attached are the receipts and documentation supporting my expenditures.

The expenses are as follows:

- [Expense Description 1] - \$[Amount]
- [Expense Description 2] - \$[Amount]
- [Expense Description 3] - \$[Amount]

The total amount for reimbursement is \$[Total Amount].

Thank you for considering my request. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Contact Information]