

Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to submit a request for reimbursement of travel expenses incurred during my recent visit to [Vendor Name] on [Visit Date]. The purpose of this visit was to [briefly explain purpose of the visit].

Details of Expenses:

Date	Description	Cost
[Date of expense]	[Type of expense e.g., Transportation, Meals, Lodging]	[\$[Amount]]

The total amount for reimbursement is \$[Total Amount]. I have attached all relevant receipts and documentation for your review.

Please let me know if you need any additional information. Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]