

Mileage Reimbursement Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the denial of my mileage reimbursement request submitted on [insert request date]. The original request detailed the mileage incurred for work-related travel on [insert travel dates] for a total of [insert mileage].

Upon reviewing the denial letter dated [insert denial date], I believe there may have been a misunderstanding regarding the nature of the travel and its relevance to [insert reason for work-related travel]. I have attached supporting documents, including [insert any supporting documentation, e.g., itineraries, meeting notes], that provide further clarification.

I would appreciate your reconsideration of my request based on the provided information. I value my role in [insert department or company], and I am committed to adhering to company policies while ensuring that my expenses are fairly compensated.

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

Sincerely,

[Your Name]