

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my travel expense claim for the trip taken from [Start Date] to [End Date] to [Destination]. Please find attached the relevant documentation for the expenses incurred.

Below is a summary of the expenses:

- Transportation: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Miscellaneous: \$[Amount]

Total Claim Amount: \$[Total Amount]

I have included all receipts and documents for your review. Please let me know if you require any further information or clarification regarding this claim.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]