

Subject: Follow-Up on Travel Expense Report Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my travel expense report submitted on [submission date] for my recent trip to [destination].

As of today, I have not yet received any confirmation regarding the status of my report. If you could kindly provide me with an update, I would greatly appreciate it.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]