

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Expense Report Correction

Dear [Recipient Name],

I am writing to bring to your attention an error in my recent expense report submitted on [Submission Date]. After reviewing the report, I noticed that [briefly describe the error and the correct amount or information].

The details of the expenses in question are as follows:

- **Date:** [Date of Expense]
- **Description:** [Description of Expense]
- **Original Amount:** [Incorrect Amount]
- **Correct Amount:** [Correct Amount]

I kindly request that you revise the expense report accordingly. I have attached all relevant receipts and documents for your reference.

Thank you for your attention to this matter. Please let me know if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Job Title]