

Reimbursement Request for Moving Expenses

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for my moving expenses incurred as part of my relocation to [New Location/City] for [Position/Job Title] at [Company Name].

As per the company policy regarding relocation, I have attached receipts and documentation to support my request, which totals [Total Amount]. The expenses include:

- [Description of Expense 1] - \$[Amount]
- [Description of Expense 2] - \$[Amount]
- [Description of Expense 3] - \$[Amount]

I appreciate your assistance in processing this reimbursement. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]