

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for my relocation expenses incurred during my recent move to [new location] as part of my employment with [Company Name]. As per our agreement and company policy, I am entitled to reimbursement for certain moving expenses.

Below is a breakdown of the expenses I incurred:

- Moving Company Fees: \$[amount]
- Transportation Costs: \$[amount]
- Temporary Housing: \$[amount]
- Other Expenses: \$[amount]

In total, the amount I am seeking to be reimbursed is \$[total amount]. I have attached copies of all relevant receipts and documentation for your review.

Thank you for considering my request. Should you need any further information or clarification, please do not hesitate to contact me. I look forward to your prompt response.

Sincerely,

[Your Name]