

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the expense reimbursement request I submitted on [Submission Date]. According to our records, the reimbursement has not yet been processed.

The details of the expense are as follows:

- Expense Date: [Date]
- Description: [Description]
- Amount: \$[Amount]
- Reference Number: [Reference Number]

If you need any further information or documentation to facilitate the processing of this reimbursement, please do not hesitate to let me know. I appreciate your attention to this matter.

Thank you for your prompt response.

Sincerely,
[Your Name]
[Your Position]