

Expense Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Expense Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to request approval for an expense related to [briefly describe the purpose, e.g., a business trip, a client meeting, supplies needed for a project].

Details of the Expense:

- Expense Type: [Type of expense, e.g., travel, lodging]
- Amount: [Proposed amount]
- Date of Expense: [Date]
- Justification: [Reason for the expense, e.g., its relevance to a project, the necessity for the business]

I believe that this expense is essential for [state the benefits or outcomes expected from this expense]. I have attached any supporting documents for your review.

Thank you for considering my request. I am looking forward to your approval.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]