

Sales Tax Reimbursement Request

[Your Name]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request reimbursement for sales tax paid for services provided by [Service Provider Name] for the period of [specify dates].

According to our records, the total sales tax paid amounted to [specify amount]. Enclosed, please find copies of the relevant invoices and receipts as evidence of the incurred expenses.

As per our agreement, these costs are eligible for reimbursement, and I would appreciate your prompt attention to this request. Please let me know if you require any additional information or documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosures: [List of enclosed documents]