

Direct Settlement Request for Business Expenses

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request a direct settlement of my credit card charges related to business expenses incurred during [specify time period or event]. The total amount for these expenses is [insert total amount].

Attached to this letter are the receipts and relevant documentation that substantiate these expenses. I would appreciate it if you could process this request at your earliest convenience.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]