

# Duty-Free Purchase Summary

Date: [Insert date]

To Whom It May Concern,

This letter serves as a summary of my duty-free purchases made during my recent travels for the purpose of tax reimbursement.

## Purchase Details:

Item Description	Amount (Currency)	Location of Purchase	Date of Purchase
[Item 1]	[Amount 1]	[Location 1]	[Date 1]
[Item 2]	[Amount 2]	[Location 2]	[Date 2]

Total Amount: [Total Amount]

Attached are the original receipts and any supporting documentation for your reference.

Thank you for your assistance in processing this tax reimbursement. Please feel free to contact me at [Your Contact Information] if you require any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]