

Travel Expense Reimbursement Affirmation

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

I am writing to affirm my acceptance of the travel expense reimbursement offer provided by [Insert Organization/Company Name]. I acknowledge the guidelines and conditions set forth regarding eligible expenses incurred during my recent business trip from [Start Date] to [End Date].

The following expenses will be submitted for reimbursement:

- [Expense 1: Description, Amount]
- [Expense 2: Description, Amount]
- [Expense 3: Description, Amount]

Please let me know if you need any additional information or documentation to process my reimbursement. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]