

Expense Reimbursement Authorization

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Subject: Expense Reimbursement Authorization

Dear [Recipient Name],

I am writing to request authorization for reimbursement of expenses incurred on [insert date(s)] during [brief description of purpose, e.g., business travel, client meeting]. The details of the expenses are as follows:

Date	Description	Amount
[Insert Date]	[Description of Expense]	[Amount]

The total amount for reimbursement is [Total Amount].

Attached to this letter, you will find all relevant receipts and documentation supporting my claim for reimbursement.

Thank you for your attention to this matter. I look forward to your prompt approval of my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]