

Expense Reporting Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval of Expense Report

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your approval for my recent expense report submitted on [Insert Submission Date]. The total amount for the expenses is [Insert Total Amount], which includes the following:

- [Expense Item 1] - [Amount]
- [Expense Item 2] - [Amount]
- [Expense Item 3] - [Amount]

These expenses were incurred during [Describe the Event or Purpose of Expenses] on [Insert Date of Event], and are in accordance with our company's expense policy.

Please let me know if you have any questions or need further documentation. I appreciate your attention to this matter and look forward to your approval.

Thank you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]