

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for [briefly describe the purpose of the expense, e.g., "travel expenses incurred during the project meeting on [date]"].

As per our prior agreement and company policy, I have attached the relevant receipts and documentation for your review. The total amount being requested for reimbursement is [amount].

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information or clarification, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]