

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Electricity Reimbursement Payment Request

I hope this message finds you well. I am writing to formally request reimbursement for electricity expenses incurred during [specific time period or event], as agreed upon in our prior correspondence.

Details of the expense are as follows:

- Total amount: \$[amount]
- Invoice Number: [invoice number]
- Date of service: [date]
- [Any other relevant details]

I have attached the relevant documents, including the original invoice and payment receipts, for your reference.

I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]