

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

Dear [Recipient Name],

Subject: Justification of Expenses

I am writing to provide a detailed justification for the expenses incurred during [specific project/event/trip], which took place on [dates]. The total amount being submitted for reimbursement is [total amount].

The expenses detailed below were essential to the successful execution of [project/event/trip] and align with our company objectives.

1. [Description of Expense]
  - \*\*Amount:\*\* [Amount]
  - \*\*Justification:\*\* [Reason for expense]
2. [Description of Expense]
  - \*\*Amount:\*\* [Amount]
  - \*\*Justification:\*\* [Reason for expense]
3. [Description of Expense]
  - \*\*Amount:\*\* [Amount]
  - \*\*Justification:\*\* [Reason for expense]

[Continue as needed for additional expenses.]

I have attached all necessary receipts and documentation for your reference. Please feel free to reach out if you need any additional information.

Thank you for considering this request. I look forward to your prompt approval.

Sincerely,

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