

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

Dear [Recipient Name],

Subject: Justification of Travel Expenses

I am writing to formally justify the travel expenses incurred during my recent business trip to [Location] from [Start Date] to [End Date]. The purpose of this trip was to [briefly explain the purpose of travel, e.g., attend a conference, meet clients, etc.].

The total travel expenses amounting to [Total Amount] include the following breakdown:

- Airfare: [Amount]
- Accommodation: [Amount]
- Meals: [Amount]
- Transportation: [Amount]
- Other Expenses: [Amount]

This trip was essential for [explain how the trip benefited the organization, e.g., securing a contract, facilitating a partnership, etc.]. All expenses were necessary and reasonable in relation to the objectives of the trip.

Attached are the relevant receipts and documentation for your review. I appreciate your understanding and consideration of this justification, and I am happy to provide any additional information if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]