

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

Subject: Request for Expense Reimbursement

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during [brief description of the event, trip, or purpose, e.g., "the business trip to New York for the annual conference on March 5-7, 2023"].

Please find the details of my expenses below:

Date	Description	Amount
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[MM/DD/YY]	[Expense Type, e.g., Hotel]	\$(X.XX)
[MM/DD/YY]	[Expense Type, e.g., Travel]	\$(X.XX)
[MM/DD/YY]	[Expense Type, e.g., Meals]	\$(X.XX)
Total	\$(Total)	

Attached are the relevant receipts and documentation for your review. I kindly request that the total reimbursement amount of \$(Total) be processed at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you need any additional information or clarification.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Company/Organization Name]