

[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 request reimbursement for lunch expenses incurred during [specific event or date] as part of [explanation of the purpose, e.g., business meeting, travel, etc.]. The total amount for lunch is [total amount], and I have attached the receipt(s) for your reference.

Thank you for your attention to this matter. Please let me know if you need any additional information.

Sincerely,

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