

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

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

Dear [Recipient's Name],

I am writing to formally submit my lunch allowance claim for the period of [specific dates].

Please find attached the necessary receipts and supporting documents for your reference. The total amount I am claiming is [total amount].

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

Thank you.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Employee ID] (if applicable)