

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[NBA Team Name]
[Team Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to submit a travel expense report for the recent NBA team trip to [Destination] from [Start Date] to [End Date]. Below are the details of the incurred expenses:

****1. Transportation:****

- Flight Expenses: \$[Amount]
- Ground Transportation (Taxi/Rideshare): \$[Amount]

****2. Accommodation:****

- Hotel Costs: \$[Amount]

****3. Meals:****

- Daily Meal Allowance: \$[Amount]
- Additional Meal Costs: \$[Amount]

****Total Expenses:**** \$[Total Amount]

Please find attached the receipts and documentation supporting these expenses. I appreciate your attention to this matter, and I am looking forward to your prompt approval for reimbursement.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[NBA Team Name]