

**\*\*NVIDIA Reimbursement Request Template\*\***

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

**\*\*NVIDIA Corporation\*\***

[Department/Recipient Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Reimbursement Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for [briefly describe the purpose of the expense, e.g., "the purchase of GPU for project XYZ"] which was incurred on [date of expense].

**\*\*Details of the Expense:\*\***

- **\*\*Description of Item/Service:\*\*** [Item/Service Name]
- **\*\*Amount:\*\*** [\$XXX.XX]
- **\*\*Date of Purchase:\*\*** [MM/DD/YYYY]
- **\*\*Payment Method:\*\*** [Credit Card, Cash, etc.]
- **\*\*Invoice/Receipt Number:\*\*** [Insert Number]

Attached to this request are the relevant receipts and documentation for your review.

I appreciate your prompt attention to this matter and look forward to your response. Should you need any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]

**\*\*Attachments:\*\***

1. Receipt/Invoice
2. [Additional document, if any]

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