

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request reimbursement for [specific expenses] incurred on [date(s)] in relation to [brief description of the purpose of the expense, e.g., business travel, supplies needed for a project, etc.].

The total amount for reimbursement is [total amount], and I have attached the necessary receipts and documentation for your review.

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

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]