

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Utility Bill Reimbursement

We are pleased to inform you that your utility bill reimbursement request has been approved. As per company policy, you are eligible for reimbursement of up to [amount or percentage] of your utility expenses incurred during [specific period].

Please submit the following documents to complete the reimbursement process:

1. A copy of the utility bill
2. Receipt of payment
3. Completed reimbursement form

Once we receive the required documents, processing time will take approximately [number of days] business days. Please ensure that all submissions are made by [submission deadline] to avoid any delays.

If you have any questions or need further assistance, feel free to reach out to the HR department at [HR contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]