

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

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

Dear [Recipient's Name],

Subject: Request for Reimbursement

I hope this message finds you well. I am writing to formally request reimbursement for [describe the expenses incurred, e.g., travel expenses, supplies purchased] related to [specific project/event, including date].

The total amount I am seeking to be reimbursed is [amount]. I have attached the necessary receipts and documentation for your review.

Please let me know if you require any additional information or clarification. I appreciate your prompt attention to this matter, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company, if applicable]

Attachments: [list of attached documents]