

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

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

Subject: QHS Reimbursement Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request reimbursement for [specific expense] incurred on [date] related to my participation in [event or service].

The details of the expense are as follows:

- ****Description of Expense:**** [e.g., equipment purchase, travel, etc.]
- ****Amount:**** [\$XXX.XX]
- ****Invoice/Receipt Attached:**** [Yes/No]

I believe this expense qualifies for reimbursement under the QHS policy, and I have attached the relevant documentation for your review.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]