

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

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request reimbursement for expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. The trip was undertaken to [Purpose of Trip], and I believe the expenses align with our company's travel and reimbursement policy.

Please find attached the detailed breakdown of the expenses, including:

- Airfare: \${Amount}
- Accommodation: \${Amount}
- Meals: \${Amount}
- Transportation: \${Amount}
- Other Expenses: \${Amount}

The total amount for reimbursement is \${Total Amount}. I have included all relevant receipts and documentation for your review.

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

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]