

[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],

I hope this message finds you well. I am writing to formally submit my travel expense claim for [brief description of the trip, e.g., "the business trip to Chicago from June 1 to June 5, 2023"].

Below is a breakdown of the expenses incurred during the trip:

1. **\*\*Transportation\*\***

- Mode: [e.g., Flight/Train/Car Rental]
- Cost: [amount]

2. **\*\*Accommodation\*\***

- Hotel Name: [Hotel Name]
- Nights Stayed: [number of nights]
- Total Cost: [amount]

3. **\*\*Meals\*\***

- Date: [dates of meals]
- Total Cost: [amount]

4. **\*\*Other expenses\*\***

- Description: [any additional expenses]
- Total Cost: [amount]

The total amount for reimbursement is [total amount]. Please find attached the relevant receipts and documents for your reference.

Thank you for your attention to this matter. I appreciate your prompt handling of my expense claim. Should you require any further information, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Department]