

[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 reimbursement request for the [specific event or purpose] that took place from [start date] to [end date].

The total expenses incurred during my travel are as follows:

- Transportation: \$[amount]
- Accommodation: \$[amount]
- Meals: \$[amount]
- Other (please specify): \$[amount]

Attached to this letter, you will find all relevant receipts and documentation supporting my claims. I have ensured that all expenses comply with the company's travel reimbursement policy.

I would appreciate your prompt attention to this matter and look forward to your confirmation of my reimbursement request. Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Job Title]