

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent trip to [Destination] on [Date(s)]. The travel was undertaken for [brief purpose of the trip, e.g., a business meeting, conference, etc.].

Attached to this letter, you will find all relevant documentation, including receipts for [list specific expenses, e.g., airfare, lodging, meals, etc.], totaling [amount].

Please let me know if you need any further information or additional documentation to expedite this process. 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] (if applicable)
[Your Company/Organization Name] (if applicable)