

[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],
Subject: Travel Reimbursement Request
1. **Introduction**
- Briefly state the purpose of the letter.
- Mention the dates and nature of the travel.
2. **Details of the Travel**
- Describe the destination(s).
- Include any relevant context (e.g., conference, meeting).
3. **Expenses Incurred**
- List individual expenses (e.g., transportation, lodging, meals).
- Provide dates and corresponding amounts for each expense.
4. **Supporting Documentation**
- Mention attached receipts and any other relevant documents.
- State that all expenses comply with company policy.
5. **Request for Reimbursement**
- Clearly state the total amount being requested.
- Request a prompt processing of the reimbursement.
6. **Closing**
- Thank the recipient for their attention to the request.
- Provide contact information for any follow-up.
Sincerely,
[Your Name]
[Your Position]
[Your Department]