

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

[Date]
[Recipient Name]
[Company Name]
[Company 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 business trip to [Destination] from [Start Date] to [End Date].

Details of the trip are as follows:

- Purpose of Travel: [Brief Description]
- Departure Date: [Date]
- Return Date: [Date]

I have attached all relevant receipts and documentation for your review, which include:

1. Transportation Expenses (flights, train, car rental)
2. Lodging Expenses (hotel invoice)
3. Meal Expenses (itemized receipts)
4. Other Miscellaneous Expenses (taxi, parking, etc.)

The total amount of expenses incurred is \$[Total Amount]. I appreciate your attention to this matter and look forward to your prompt processing of my reimbursement request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]