

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request reimbursement for expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. Below is a summary of the expenses, along with the necessary supporting documentation.

****Trip Details:****

- Purpose of Trip: [Brief description of the purpose]
- Travel Dates: [Start Date] - [End Date]

****Expenses Incurred:****

1. Airfare: \$[Amount]
2. Hotel Accommodation: \$[Amount]
3. Meals: \$[Amount]
4. Transportation: \$[Amount]
5. Miscellaneous: \$[Amount]

Total Amount Requested: \$[Total Amount]

Enclosed are the receipts and documentation for each expense listed above. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your support.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]
[Your Job Title]
[Your Company]