

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

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Travel Reimbursement Request

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].

Below is a summary of the expenses I am requesting reimbursement for:

- ****Transportation (e.g., airfare, taxi, or mileage)****: \$[Amount]
- ****Accommodation****: \$[Amount]
- ****Meals****: \$[Amount]
- ****Other Expenses****: \$[Amount]

Enclosed are the receipts and documentation supporting these expenses.

Thank you for your attention to this matter. I look forward to your prompt response regarding the reimbursement process.

Sincerely,

[Your Name]
[Your Job Title]
[Department]