

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Travel Expense Claim

I hope this message finds you well. I am writing to formally submit my travel expense claim for the recent business trip I undertook from [start date] to [end date] to [destination].

During this trip, I incurred various expenses related to transportation, accommodations, meals, and other incidentals as outlined below:

1. ****Transportation****:

- [Description, e.g., Flight from [departure city] to [arrival city] - \$XXX]

- [Car rental or taxi cost - \$XXX]

2. ****Accommodation****:

- [Hotel stay from [check-in date] to [check-out date] - \$XXX]

3. ****Meals****:

- [Day 1 - \$XX, Day 2 - \$XX, Day 3 - \$XX]

4. ****Other Expenses****:

- [Description - \$XXX]

The total amount for reimbursement is \$[total amount]. Attached, please find all related receipts and documentation for verification purposes.

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information or clarification regarding my expenses, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]