

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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 Expenses:****

- ****Transportation:**** \$[Amount] (e.g., airfare, car rental, mileage)
- ****Accommodation:**** \$[Amount] (e.g., hotel stay)
- ****Meals:**** \$[Amount] (e.g., daily meal allowance)
- ****Miscellaneous:**** \$[Amount] (e.g., parking, tolls)

****Total Reimbursement Requested:**** \$[Total Amount]

All relevant receipts and documentation are attached for your review. I followed the company policy regarding travel expenses and am seeking reimbursement at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

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