

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Travel Expenses Reimbursement

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent trip for [purpose of travel], which took place from [start date] to [end date]. Below is a summary of the expenses I am seeking reimbursement for:

1. Transportation: \$[amount]
  - [Details of transportation, e.g., airfare, taxi, etc.]
2. Accommodation: \$[amount]
  - [Hotel name and duration of stay]
3. Meals: \$[amount]
  - [Details of meal expenses, if applicable]
4. Miscellaneous: \$[amount]
  - [Any additional expenses with brief description]

Total Amount Requested: \$[total amount]

Attached to this letter, you will find all relevant receipts and documentation to support my reimbursement request. I appreciate your attention to this matter and look forward to your prompt approval. Thank you for your consideration.

Sincerely,  
[Your Name]  
[Your Job Title]