

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

Dear [Recipient's Name],

Subject: Travel Reimbursement Claim for Out-of-Pocket Expenses

I hope this message finds you well. I am writing to formally submit a claim for reimbursement of out-of-pocket travel expenses incurred during [specific trip or event] from [start date] to [end date].

The details of the expenses are as follows:

1. **\*\*Transportation\*\***
  - Description: [e.g., flight, train, taxi]
  - Amount: \$[amount]
  - Receipt Attached: Yes/No
2. **\*\*Accommodation\*\***
  - Description: [e.g., hotel stay]
  - Amount: \$[amount]
  - Receipt Attached: Yes/No
3. **\*\*Meals\*\***
  - Description: [e.g., meals during travel]
  - Amount: \$[amount]
  - Receipt Attached: Yes/No
4. **\*\*Other Expenses\*\***
  - Description: [e.g., parking, tolls, etc.]
  - Amount: \$[amount]
  - Receipt Attached: Yes/No

The total amount for reimbursement is \$[total amount]. I have attached all relevant receipts for your review.

Please let me know if you need any additional information or documentation to facilitate this reimbursement request. Thank you for your prompt attention to this matter.

Sincerely,

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