

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Travel Reimbursement Request

I hope this message finds you well. This letter is to confirm the approval of your travel reimbursement request for your recent business trip from [Start Date] to [End Date].

Details of the travel expenses are as follows:

- Travel Date(s): [Specify the travel dates]
- Purpose of Travel: [Specify purpose]
- Total Amount Requested: \$[Specify amount]

Please attach all relevant receipts and documentation to facilitate processing. The reimbursement will be issued in your next payroll cycle. If you have any questions or require further assistance, please don't hesitate to reach out.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]