

[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: Vyvanse Expense Report for Reimbursement

I hope this message finds you well. I am writing to submit my expense report for the purchase of Vyvanse medication, which I incurred on [Date of Purchase]. Below are the details of the expense:

- **Medication Name:** Vyvanse
- **Purchase Date:** [Date of Purchase]
- **Total Cost:** [\$Amount]
- **Pharmacy Name:** [Pharmacy Name]
- **Prescription Number:** [Prescription Number if applicable]

Attached to this letter, you will find a copy of the receipt for your reference.

I kindly request reimbursement for this expense at your earliest convenience. If there are any forms or further documentation needed to process this request, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Department] (if applicable)