

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Expense Request

We are pleased to inform you that your expense request submitted on [Date of Submission] for the amount of [Amount] has been approved. The expenses have been reviewed and are in line with our company policies.

Please ensure that all receipts and relevant documentation are submitted by [Submission Deadline] for processing. The approved expenses will be reimbursed to you as per our usual schedule.

If you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]