

**From:**  
John Doe  
Finance Department  
Acme Corporation  
123 Main Street  
City, State ZIP

**Date:** June 25, 2024

**To:**  
Disbursement Officer  
Acme Corporation  
123 Main Street  
City, State ZIP

**Subject: Request for Reimbursement Disbursement**

Dear Sir/Madam,

I am writing to formally request reimbursement for expenses incurred in relation to official company activities, as detailed below:

**Employee Name:** John Doe

**Employee ID:** 002345

**Purpose of Expense:** Client Meeting & Travel

**Period Covered:** June 10–12, 2024

**Total Amount Claimed:** \$275.50

**Attached Documents:**

- Original receipts and invoices
- Expense Report Form
- Travel itinerary

I kindly request that the amount stated above be processed for disbursement at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

John Doe  
Finance Department  
Acme Corporation

**Important Notes:**

- All supporting documents should be attached for verification.
- The claim should comply with the company's reimbursement policy.
- Ensure accuracy of bank/payment details to avoid delays.
- Incomplete submissions may result in processing delays.
- Keep a copy of all documents for your records.