

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:

1. Original receipts and invoices
2. Expense Report Form
3. 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.