

# Expense Approval Request

Date: June 15, 2024

**To:** manager@example.com

**From:** employee@example.com

**Subject:** Request for Expense Approval â€“ Team Workshop

Dear Manager,

I am writing to request your approval for the following expenses related to the upcoming Team Workshop:

**Expense Description:** Facility rental, catering, training materials

**Total Amount:** \$1,250.00

**Date of Expense:** June 25, 2024

**Purpose:** Facilitate team-building and skill development

Please find attached all relevant receipts and supporting documents. Kindly review and approve the request at your earliest convenience.

Thank you for your consideration.

Best regards,

Jane Doe

## Important Notes:

- Ensure all supporting documents and receipts are attached before sending.
- Double-check recipientâ€™s email address for confidentiality.
- Be clear on expense purpose and breakdown.
- Follow your organizationâ€™s approval protocols.
- Retain a copy of the sent email for your records.