

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 recipient's email address for confidentiality.
- Be clear on expense purpose and breakdown.
- Follow your organization's approval protocols.
- Retain a copy of the sent email for your records.