

ABC Corporation

123 Business Avenue
City, State ZIP
Phone: (123) 456-7890

Date: June 14, 2024

To: Finance Department

Subject: Business Expense Approval Authorization

Dear Finance Team,

I am writing to formally authorize the approval of the business expense detailed below, in accordance with our company's expense policy.

Employee Name: John Doe

Employee ID: 005123

Department: Sales

Expense Description: Client lunch meeting

Date of Expense: June 12, 2024

Total Amount: \$120.50

This expense is necessary for business purposes and complies with all applicable company policies. I have reviewed the corresponding receipts and supporting documents, and confirm their validity.

Please proceed with the reimbursement process as per standard procedures. Should you have any questions or require further information, feel free to contact me.

Authorized By:

Signature:

Name: Jane Smith

Designation: Sales
Manager

Important Notes:

- Ensure all claims are supported with valid receipts and documentation.
- Authorizations should be provided by designated approvers only.
- Verify compliance with company's expense policy before signing.
- Retain copies of all documents for record-keeping and auditing purposes.
- This letter does not substitute for internal digital approval workflows, if applicable.