

From:

Jane Doe
Finance Manager
ABC Corporation
123 Main Street,
City, ZIP Code

Date: June 6, 2024

To:

John Smith
Operations Department
ABC Corporation
123 Main Street,
City, ZIP Code

Subject: Formal Authorization for Business Expenses

Dear John Smith,

This letter serves as formal authorization for you to incur and claim reimbursement for business-related expenses up to the amount of **\$2,500** for the period of June 7, 2024, to June 21, 2024. The approved expenses must be incurred strictly for project-related costs, including but not limited to transportation, accommodation, and meals while on official business travel.

Please ensure that all expenses are supported by original receipts and comply with ABC Corporation's Expense Policy. Submit your expense report and supporting documents to the Finance Department no later than June 28, 2024.

Should you have any questions, please do not hesitate to reach out.

Sincerely,

Jane Doe
Finance Manager
ABC Corporation

Important Notes:

- This letter should specify the authorized amount and duration.
- Attach or reference company expense policies for clarity.
- Always keep a signed copy for your records.
- Valid receipts and proper documentation are required for reimbursement.
- Unauthorized expenses may not be reimbursed.

