

Company Name

Company Address Line 1

Company Address Line 2

Date: 20 June 2024

To:

Client Name

Client Address Line 1

Client Address Line 2

Subject: Approval of Expense Reimbursement

Dear [Client Name],

We are writing to inform you that the following expenses you have submitted for reimbursement have been reviewed and approved as per our policy and agreement.

Summary of Approved Expenses

Date	Description	Amount
12 June 2024	Travel (Taxi receipt)	\$35.00
13 June 2024	Meals (Client meeting lunch)	\$60.00
15 June 2024	Stationery	\$12.50
Total Approved		\$107.50

Please allow 7-10 business days for the reimbursement to be processed. If you have any further queries, feel free to contact our finance department.

Sincerely,

[Approver Name]

[Position/Title]

[Company Name]

Important Notes:

- All reimbursement claims must be supported with valid receipts and proper documentation.
- Reimbursement requests should be submitted within the timeline specified in the policy.
- Approval is subject to company policy and contractual agreements.
- Duplicate or incomplete claims may result in rejection or delays.
- Contact the finance team for clarification on reimbursable expenses.