

# ABC Solutions Inc.

123 Corporate Lane  
Business City, ST 45678  
Phone: (555) 123-4567

Date: June 20, 2024

To,  
Ms. Jane Doe  
78 Evergreen Street  
Metroville, ST 54321

## Reimbursement Approval Letter (Policy-Based)

Dear Ms. Doe,

We are writing to inform you that your request for reimbursement submitted on June 10, 2024, has been reviewed in accordance with the company's Reimbursement Policy.

### Reimbursement Details:

- Expense Description:** Official Travel - Conference Registration
- Amount Approved:** \$650.00
- Date of Expense:** May 25, 2024
- Policy Reference:** Employee Handbook, Section 5.2

Please note that the approved amount will be credited to your designated account within 10 business days. Kindly ensure all supporting documents are retained for future reference, as per policy guidelines.

For any queries regarding this reimbursement, you may contact the HR or Finance department.

Thank you for adhering to our company policies and procedures.

Sincerely,

John Smith  
HR Manager  
ABC Solutions Inc.

### Important Notes:

- This approval is granted strictly as per company policy terms.
- All claims are subject to internal and external audits.
- Incomplete or unsupported claims may lead to reversal of reimbursement.
- Policy updates may affect future claims; employees should review policy regularly.