

XYZ Corporation

1234 Fifth Avenue,
City, State ZIP
Phone: (123) 456-7890
Email: finance@xyzcorp.com

Date: 27 June 2024

Ref No.: XYZ/RMB/2024/117

Digital Approval Letter for Reimbursement**To,**

John Doe
Department of Marketing
XYZ Corporation

Dear John Doe,

This is to notify that your request for reimbursement has been **approved** as per the details provided below:

Employee ID	EMP-0489
Expense Type	Official Travel
Request Date	19 June 2024
Amount Approved	\$540.00
Reimbursement Period	12 June 2024 – 15 June 2024
Remarks	All necessary documents have been verified.

The approved reimbursement amount will be credited to your registered bank account within 7 working days. Please ensure your account details are accurate to avoid any processing delays.

Digitally Approved By,

Mary Smith
Finance Manager
XYZ Corporation

Important Notes:

- This document is digitally generated and does not require a physical signature.
- Ensure all provided information is correct before submitting a reimbursement request.
- Keep a copy of this approval letter for your personal records.
- Contact the finance department immediately if there are any discrepancies.
- This approval is valid only for the details mentioned above.