

**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:

<b>Employee ID</b>	EMP-0489
<b>Expense Type</b>	Official Travel
<b>Request Date</b>	19 June 2024
<b>Amount Approved</b>	\$540.00
<b>Reimbursement Period</b>	12 June 2024 – 15 June 2024
<b>Remarks</b>	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.