

# Formal Approval Letter for Expense Reimbursement

Reference No.: ER/2024/058

Date: June 24, 2024

To:

Ms. Jane Doe  
Finance Assistant  
ABC Corporation  
100 Business Ave,  
Cityville, 12345

Dear Ms. Doe,

We acknowledge receipt of your expense reimbursement request dated June 20, 2024. After reviewing the supporting documentation and related receipts, we are pleased to inform you that your request for expense reimbursement in the amount of \$752.40 (Seven Hundred Fifty-Two Dollars and Forty Cents) has been formally approved.

The approved expenses pertain to:

- Business travel to attend the 2024 Industry Conference
- Meals and lodging from June 15 to June 17, 2024
- Local transportation within Cityville

Kindly note that the approved amount will be credited to your designated account within five (5) working days from the date of this letter.

Should you require further clarification, please feel free to contact the Finance Department.

Thank you for your cooperation and diligence in submitting the required documentation.

Sincerely,

Michael Lee  
Finance Manager  
ABC Corporation

## Important Notes:

- Ensure all supporting documents and original receipts are attached with your reimbursement request.
- This approval letter is valid only for the expenses listed and specified dates.
- Any additional expenses must receive separate approval before reimbursement.
- Keep this letter for your personal and financial records.