

# Project-Specific Reimbursement Request Approval Letter

**Date:** June 20, 2024

**To:** Jane Doe

Project Manager

Acme Corporation

123 Business Ave, Suite 500

Springfield, XY 12345

**Subject:** Approval of Reimbursement Request for Project Alpha

Dear Ms. Doe,

We have received and reviewed your reimbursement request submitted on June 14, 2024, pertaining to expenses incurred during the execution of Project Alpha. After careful examination, we are pleased to inform you that your reimbursement request has been approved.

The approved reimbursable amount is **\$3,200.00**, which covers the following categories:

- Travel Expenses: \$1,500.00
- Materials and Supplies: \$1,200.00
- Conference Fees: \$500.00

The amount will be processed and credited to the designated account within 10 business days. Please ensure all original receipts and supporting documentation are retained for record-keeping and potential auditing purposes.

If you have any questions concerning this approval or require additional information, please do not hesitate to contact our office.

Sincerely,

Alex Smith

Finance Director

Acme Corporation

## Important Notes

- All reimbursement requests must be submitted with complete supporting documentation.
- Approval letters should specify the total approved amount and relevant expense categories.
- Retain copies of all correspondence and receipts for auditing and compliance.
- Requests not conforming to project guidelines may be delayed or denied.
- Check with the finance department regarding current reimbursement timelines and policies.