

Reimbursement Request Approval Letter

XYZ Corporation
Finance Department
123 Business Lane, Suite 100
Metropolis, State, 12345

June 19, 2024

To:
John Doe
Marketing Specialist
XYZ Corporation
Subject: Approval of Reimbursement Request

Dear John Doe,

We are pleased to inform you that your reimbursement request, submitted on June 12, 2024 regarding travel and accommodation expenses for the Q2 Sales Conference, has been reviewed and approved.

The total amount approved for reimbursement is **\$524.50**. This amount will be processed and credited to your account within the next 7 business days.

Please retain all original receipts for your records and contact the Finance Department should you have any further questions.

Thank you for your attention and for following the proper reimbursement procedures.

Sincerely,

Jane Smith
Finance Manager
XYZ Corporation

Important Notes:

- Ensure all supporting documents are attached when submitting a reimbursement request.
- Retain copies of all relevant receipts and forms for your records.
- Processing times may vary; contact the Finance Department if reimbursement is delayed.
- This approval is valid for the specific request and amount stated above only.