

Sample Letter for Reimbursement of Office Supplies

[Your Name]

[Your Designation]

[Department/Team]

[Company Name]

[Date]

[Recipient Name]

[Recipient Designation]

[Company Name]

Subject: Request for Reimbursement of Office Supplies

Dear [Recipient Name],

I am writing to request reimbursement for office supplies that I purchased personally and used for official duties. The expenses were necessary to maintain the workflow and productivity of our team during [brief reason, e.g., a temporary shortage of supplies or remote work period].

Please find below the details of the expenses:

Item: [e.g., Printer Paper, Pens, Folders]

Purchase Date: [Date]

Total Amount: [\$Amount]

I have attached the receipts for your reference. Kindly process the reimbursement at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Important Notes:

- Attach original receipts or payment proof with your request.
- Ensure all information provided is accurate and complete.
- Follow your organization's reimbursement policy and submission deadlines.
- Add detailed descriptions for each item when listing expenses.
- Keep a copy of the submitted letter and receipts for your records.