

From: John Doe
Employee ID: 12345
Designation: Marketing Executive

To: HR Department
XYZ Corporation

Date: June 10, 2024

Subject: Request for Accommodation Charges Reimbursement

Dear Sir/Madam,

I am writing to formally request reimbursement for accommodation charges incurred during my recent official visit to Mumbai from June 1 to June 5, 2024. The accommodation was arranged as per the company's travel policy.

Please find attached the original hotel invoice and payment receipt for your reference.

Details:

- Place of accommodation: Hotel Sunshine, Mumbai
- Duration of stay: 4 nights
- Total amount claimed: ₹12,800

I kindly request you to process the reimbursement at the earliest. Please let me know if any further documentation is required.

Thank you for your attention to this matter.

Sincerely,
John Doe
Contact: john.doe@email.com

Important Notes:

- Attach all relevant invoices and receipts with the request.
- Ensure details match the company's travel policy.
- Submit the request within the stipulated time frame set by your company.
- Retain copies of all documents for future reference.