

Reimbursement Request Cover Letter

Date: [Insert Date]

From:

[Your Name]
[Your Position/Department]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Recipient Name]
[Recipient Position/Department]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request reimbursement for expenses incurred as part of my professional duties with [Company/Department]. Please find attached the relevant receipts and supporting documentation for your review.

Summary of Reimbursement Request:

- Total Amount Requested: [Insert Amount]
- Description of Expenses: [Brief description, e.g., travel, accommodation, supplies]
- Dates of Expenses: [Insert relevant dates]

I have ensured that the expenses are in accordance with the company's reimbursement policies. Kindly process this request at your earliest convenience. If you require any further information or documentation, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Important Notes:

- Always attach copy of receipts and supporting documents for verification.
- Ensure expense details match company policies before submission.
- Double-check recipient information for accurate processing.
- Keep a personal copy of the cover letter and attachments for your records.
- Follow up if you do not receive acknowledgment within a reasonable time.