

Date: 15 June 2024

To: The HR Manager

Company Name

Company Address Line 1

City, State, Zip Code

Subject: Request for Phone Bill Reimbursement

Dear Sir/Madam,

I am writing to request reimbursement of my phone bill expenses for the month of May 2024, as per the company policy for employees utilizing their personal phones for official communication.

Please find below the summary of the claim:

Employee Name: John Doe

Employee ID: 12345

Department: Sales

Billing Period: 01-May-2024 to 31-May-2024

Total Amount Claimed: \$75.90

I have attached a copy of the phone bill and a breakup of official calls made during the above period for your reference. Kindly consider my request and initiate the reimbursement process at the earliest.

Thank you for your consideration.

Sincerely,

John Doe

Important Notes:

- Always attach the relevant phone bill and supporting documents.
- Ensure that all official calls are adequately highlighted or itemized.
- Mention your employee details and claim period clearly.
- Follow your organization's specified reimbursement policy and format.
- Keep a copy of the submitted documents for your records.