

Expense Reimbursement Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Expense Reimbursement Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for reimbursement of expenses incurred during [insert event or period]. As per my records, I submitted the necessary documentation on [insert submission date], including receipts and a detailed expense report.

Could you please provide an update regarding the status of my reimbursement? Your assistance in expediting this matter would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

Sample Letter Requesting Reimbursement Of Expenses

Janet Portman, Ann O'Connell



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