Reimbursement Request of Accommodation Expenses

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I write to make a request for the reimbursement of the expenses incurred on my part when we went to the [event] that the Manager sent me to in [Place]. I was delegated to attend the event but it happened that the company didn’t make available accommodation for my stay and I have to pay for my accommodation from my own account. Therefore, I request for reimbursement for the expenses incurred. Find therein the receipt of the transaction made, you can send the money into my account ------------------------.

Yours sincerely,

[Your Name]