

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Expense Account Statement

Dear :

Please find enclosed the Expense Account Statement. Please save this statement for your records.

Sincerely,

N A M E