

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

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

Re: Reimbursement for Business Trip

Dear :

On {date} I made a trip to {location} for matters concerning{company}. Please reimburse me for my expenses regarding this trip. I have included a copy of all my receipts.

Thank you for your help.

Sincerely,

N A M E

Enclosure