Date

To

[Recipient Name]

[Organization Name]

[Street Address City, ST ZIP Code]

**Subject:** Expense request

Dear Mr. John,

I am very pleased to inform you that our proposal has been approved by the client and now I will have to go on a long trip for conducting multiple meetings with the client. I am hereby writing this letter to request you to approve all the expenses during my business trip. On my return, I will provide you with all the receipts related to business expenses. The expenses to be approved are totally in accordance with the budget and affordability of the company. I will look forward to your reply.

Look forward to your cooperation.

Thanks,

Liz Parker