[Employer’s name]  
[Employer designation]  
[Company Name]

[Date]

Subject: Reimbursement of wife’s delivery

Dear sir,

I, Daniel Greg from the HR department, is your employee from the last 2-years. According to my contract, I have the right to claim reimbursement for my family’s medical expenses, and I believe now is the time for it.

My wife delivered our baby only 7-days ago on Monday [mention the full date here] at the St. Joseph Hospital [mention the hospital’s name and the city it is in]. She had to undergo c-section as our baby’s condition was critical. The baby and mother received exceptional care and medication as he had to spend a few days in Intense Care which cost me a massive fortune as I could not get my medical insurance benefits beforehand.

Now, I would like to get it as per it is mentioned in my contract. I request you to approve my application and release the funds as early as you can.

I have enclosed all the invoices herewith.

Sincerely,

Daniel Greg  
HR Department