Date:

To

[The Recipient]  
[Designation]

Dear Mr. Mathew,

This letter is intended to make a request to you for the reimbursement of my mobile bill for the month of July 20XX.

According to the mobile connection policy of our company, an employee can ask for the reimbursement of his mobile bill after the end of his probation period. I have become a permanent employee of ABC Limited on 30th June 20XX, which indicates that from July onwards, I am eligible for this reimbursement category. Based on the policy, and as a marketing assistant manager, I can get reimbursement up to $[X]. My current bill is $[Y], which is less than the allowed amount. I am attaching my current mobile bill with this letter.

Kindly, process my request, and ask the finance department to reimburse my bill completely. Also, I want to request you to add me in the bracket of mobile bill reimbursement in the company records, so that every month, I only have to submit my bill directly to the finance department.

Thank you.

Regards,

Sarah Wilson.