**[Your Name]**  
[Your Job Title]  
[Department Name]  
[Company Name]  
[Company Address]  
[Date]

**To:**

The HR Manager  
[Company Name]  
[Company Address]

**Subject: Request for Maternity Leave Expenses Disbursement**

Dear [HR Manager’s Name],

I hope this letter finds you well.

I am writing to formally request the disbursement of expenses incurred during my maternity leave, from [start date] to [end date]. As per the company’s maternity benefits policy, I am eligible for reimbursement of specific maternity-related costs, including medical expenses and approved allowances.

Please find attached all relevant receipts and supporting documents for your review. The total amount requested for disbursement is [mention total amount].

I kindly request that the compensation be processed at your earliest convenience, as I am currently facing some financial difficulties. I would be grateful for your prompt assistance in this matter.

Thank you for your support and understanding.

Sincerely,

**[Your Full Name]**  
[Employee ID, if applicable]  
[Contact Number]  
[Email Address]