To:

Name of the manager  
Name of the company,  
Company’s address

**Subject: maternity leave expenses disbursement**

Dear (mention the manager’s name),

I am writing this letter to request you for disbursement of all the expenses I have gone through during my maternity leave. As per the policy of the company, every female employee deserves to have paid maternity leave for 4 months before the delivery. I was also given maternity leave. However, I bore all the expenses from my pocket.

I would like you to ask for compensation for all those expenses as I am going through a financial crisis. I am attaching the receipts of expenses to be disbursed.

Regards,

Employee’s name

Signatures