Sender’s name:  
Address of the sender:

Date:

Receiver’s name:  
Address of the receiver:

**Subject: A request for payment**

Dear Sir,

I am Mrs. ABC working as an assistant professor in the Computer Science department in your institution. I have been on leave from 20th June 20XX to 20th Oct 20XX due to my pregnancy. As per the agreement, I am back to work 10 days after delivery.

I am writing this letter to make a humble request to you to reimburse all the expenses of my maternity leave. Total expenses that I have incurred are [X] (mention the amount). I am attaching the reimbursement of expenses form along with the proof of cost I have incurred. Please find the attachment.

It is my humble request to you to look into this matter and clear the payment as soon as possible. I would like to ask you to make the payment along with my next month’s salary. In case you want to know anything else regarding this request, you can reach out to me (mention your phone number). I am looking forward to your kind reply.

Regards,

Name of the employee  
Designation of the employee in the company

Signatures