Date:

Dear Mr. David,

This letter is being written to request you to make the reimbursements of my official visits during the last month of January 20XX.

Last month, there were five official visits to the ABC area. As per my contract, all the related expenses will be covered by the company. The totals of each type of expense of these visits are:

* Fuel expenses to and fro including Uber expenses: $[X]
* Toll expenses: $[Y]
* Hotel expenses: $[Z]
* Meals expenses: $[ABC]
* Internet expenses: $[XYZ]

I am attaching all the individual receipts and bills with this letter. In addition, I have filled the details in the company’s database as well.

Kindly, reimburse these expenses soon. If you find any documents to be missing, please let me know.

Thank you.

Regards,

Samantha William.