To:

Email address of the HR:

From:

Email address of the employee:

**Subject: request to reimburse cab expenses**

Date:

Respect HR:

My name is Mr. Johnson and I work as a branch manager in the sales department of your company. I was asked to visit the (mention the site) upon the order issued by the company. The visit to that site was made on 14th November 20XX. To reach the site, I hired a cab and paid 150$.

According to the policy of the company, I should be reimbursed for the visits that I pay to various sites for professional work. Therefore, I would like to request to you to kindly compensate me the amount of 150$ for the cab fare I paid from my own pocket. I am attaching the copy of the receipt and the ticket I received from the cab driver. I am looking forward to a kind response from your side.

Regards,

Name of the employee,

Designation of the employee in the company

Signatures of the employee

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