To:

The HR of the company:

Mention the name of the company

Date:

**Subject: Reimbursement of expenses for [X]**

Respected Sir,

I am writing this letter to bring this to your notice that I am (mention your name), working in the IT department of the company.

This letter is being written to you against claim number 1XY4 for the expenses of buying some computer accessories to tune all the computer systems working in the offices. The amount that the company is required to reimburse is (mention the amount). The date on which expenses were made was 14th March 20XX.

Regarding the above-mentioned expenses, I am hereby requesting you to reimburse the amount that is being claimed by me. I am attaching the receipts of all the expenses. I would like you to credit all the proceedings to the account details of which are given below:

Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking you.

Name of the employee

signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_