Date:

Name of the recipient,

Name of the company,

**Subject: Petty cash reimbursement request**

Respected Sir,

My name is Mr. Adams and I have been working in the sales department as a salesperson for 5 years. My employee ID is hg677.

I am writing this letter to make a formal request to you to approve the reimbursement of expenses that I paid on the company's behalf. According to the policy of the company, employees are entitled to get the reimbursement of the petty cash after they have paid on behalf of the company from their private funds.

I had to travel to another city to buy some materials for the company's work. I informed the supervisor last week about the lack of funds. He asked me to spend on travel and bear other expenses from my cash. He promised me that the company will compensate me later.

Considering this, please accept my request for cash reimbursement worth 1000$. The breakdown of all the expenses has been attached with this request letter in the form of receipts of payments. You can calculate all the expenses yourself.

If you want to have a meeting with me before compensating me, please feel free to call me. I am looking forward to a kind response from your side. Thank you so much for your cooperation and support.

Regards,

Name of the employee

Signatures

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