Date:

Name of the recipient,

Name of the company,

**Subject: Petty cash reimbursement request**

Respected Manager,

This letter is being written to you in order to make a formal request to accept the application for compensation for the petty cash that I paid from my money on behalf of the company.

I am Mr. James and I work in the sales department. As per the policy of the company, I can apply for the compensation right after paying on behalf of the company. Therefore, I am requesting you to pay the money of 1444$. This amount was paid to the vendor for buying \_\_\_\_\_\_\_\_\_\_\_\_\_ products. For proof, I am attaching a copy of the receipt with this letter.

It is my humble request to you to please reimburse the said amount as soon as possible since I have to pay for my various expenses. I assume that you have understood my request and will take quick action by approving my request.

If you want to have a more detailed discussion regarding the compensation for the petty cash, you can organize a meeting with me. I will provide you with more information regarding this matter. I am looking forward to hearing a positive response from you. Thank you so much for your cooperation.

Regards,

Name of the employee

Signatures

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