Date:

Name of the recipient,

Name of the company,

**Subject: Transportation reimbursement request**

Respected Manager,

I am Mr. Adams, who has been working as a product sales manager in the company for many years. The purpose of this request letter is to ask you to reimburse all the transportation-related expenses that I paid for on behalf of the company.

Since I am a product sales manager, I often have to travel to different cities to sell products of the company. For traveling, I use public transport. Since last month, I have been traveling more frequently than expected and therefore, I had to pay more for transportation than what you have allocated for it.

Last month, I paid 2400 Rs. for bus fares. It is my humble request to you to please reimburse this amount.  Enclosed is a complete breakdown of all the transportation charges I have paid on different days. If you need more proof, I can provide you with the tickets also.

It is my humble request to you to please reimburse this amount of 2400 Rs. Thank you so much for your trust and cooperation. I am waiting for a quick response from your side.

Regards,

Name of the employee

Signatures

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