**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

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

Respected sir,

I hope this letter finds you in good health and spirit. The purpose of this letter is to formally ask you for reimbursement of the medical expenses. According to the policy of the company, it is my right to get free medical treatment being an employee of your company. I have paid for my recent medical treatment in the civil hospital. The total amount paid by me is 1000$.

I would like to request you please refund the aforementioned amount. My account details are given below:

[Bank Name]  
[Branch number]  
[Account number]

For evidence, I am attaching a copy of the bill payment receipt I received from the hospital after clearing their dues. I hope that you trust my words. However, you can confirm my medical treatment from the hospital. You can also contact me on my contact number if you want to know anything from me. I am ready to cooperate with you so that you can quickly reimburse all the medical expenses.

Thank you so much for your anticipation. I will look forward to your reply.

Regards.

Name of the sender  
Sender’s designation in the company  
Name of the company