**To**

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

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

Respected sir,

I am writing this letter to request reimbursement of travel expenses. I traveled to New York City last week for business purposes. I was not paid to finance this business trip of mine. Due to this, I had to bear all the expenses on my own. I told the manager about it, and he asked me to apply for reimbursement.

The total amount that I have spent on this business trip is 2000$. I have attached a complete breakdown of all the expenses I have incurred. Please find the attached receipts for the bills I have paid.

It is my humble request to you to please refund all the money I have paid as I am in dire need of the money. My account details are:

[Mention your account details including

Name of the bank  
Branch address  
[Account number]

Please feel free to contact me if you want to know more about the expenses before refunding me the requested amount. Thank you so much for your cooperation and support. I am looking forward to your kind response.

Regards.

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