To

[The person in charge]  
[Designation]  
[Department Name]  
[Company Name]

**Subject: Reimbursement of petty cash**

Respected sir,

I am Mr. ABC working as a civil engineer in your company. I am writing this letter to let you know that I was running out of petty cash last week when I had to visit the site twice a day for five days. Due to this, I had no money to pay for the fuel and I had to take money from my budget.

I told Mr. XYZ the manager of the company about the situation, and he told me that currently, the company is running out of cash and therefore, it will not be able to pay you immediately. We cannot stop the site work and therefore, I was asked by him to bear the fuel expenses from my personal cash and the company will refund me later.

I would like to request you to please reimburse the petty cash of 1000$. The complete breakdown of the fuel expenses is being shared with this letter for proof. If you want to know more about the expenses, please feel free to contact me. You can refund this amount to the same account where you deposit my salary. Quick action from your side is anticipated. Thank you so much for considering my request.

Sincerely,

Regards,

[Your Name]  
[Designation]  
[Department]