Sample Expense Reimbursement Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Expense Reimbursement Approval

I am writing to confirm that your request for expense reimbursement for [Expense Details] has been approved. We appreciate your timely submission of the expense report and adherence to our company's reimbursement policy.

Please review the attached expense reimbursement approval details, including the approved amount and disbursement process. If you have any questions or need further information, please do not hesitate to contact our finance department.

Thank you for your commitment and dedication to your role.

Best regards,

[Your Name]

[Your Title]