

# Cheque Requisition for Employee Reimbursement

Subject: Request for Cheque " Employee Reimbursement

Dear [Finance Officer],

I kindly request a cheque for [Amount] payable to [Employee Name] as reimbursement for [Expense Details]. The receipts and supporting documents are attached for your reference.

Please process this at your earliest convenience.

Regards,

[Your Name]

[Department]

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