## **Internal Employee Reimbursement Letter**

| I would like to submit my claim for reimbursement of expenses totaling [Amount] incurred during |
|---|
| [Project/Event].  |

Attached are all supporting receipts and a breakdown of expenses. Please let me know if any additional documentation is required.

Best regards,

Dear [Manager's Name],

[Your Name]

[Employee ID]

[Department]

## Get more templates here:

https://www.lettersandtemplates.com/letters/claim-reimbursement-letter-sample