

[From]

[Address]

To,

[Mention designation of recipient]

Respected sir/madam,

I am writing this letter to inform you that I have joined back to the office after my official tour to (mention place). I am writing this letter is in reference to the re-imbursement amount that is due for me, to settle down the travel expenses that I made during this trip.

I was on an official trip to (mention lace) for (mention days). The total expenses during this trip were (mention amount) which includes the hotel bill, traveling fare, food expenses, and my traveling tickets. I have enclosed all the required documents for your reference. Please find the attachment..

Kindly, look into this matter and clear this amount and add this amount to this month's salary so that it does not get delayed till next month. Looking forward for a positive response from your side.

Thanking you

Sincerely,

[Sender name]