[Recipients Name]
[Address line]
[State, ZIP Code]
Subject: LapLok Reimbursement

Dear [Recipients Name],

I am writing this as a request for reimbursement for my new computer accessory that enables better physical device security while enhancing my productivity.

With this, I would like to ask that you reimburse me for the amount that I had to pay for this office expense. I have attached the receipt.

Thank you for your time and effort.

Sincerely,