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| Insert logo here |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

Your application for the reimbursement of the expenditure incurred during your official trip to Legos has been approved. You will receive reimbursement for all expenses covering your travel, accommodation, and food during this trip.

Kindly submit all bills and receipts to the Junior Accountant, Miss Maize. You will receive your compensation as soon as the receipts have been reviewed by the finance department. The total amount will be transferred to your bank account. The concerned department will notify you once this process has been performed.

Your Name

Title

Email