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| --- |
| [Recipient Name]  [Title]  [Company]  [Recipient Street Address]  [Recipient City, ST Zip] |

This is with reference to the business dinner I arranged for our clients Mr. and Mrs. XYZ with the Manager, Mr. John Doe this week on 4th December. I seek reimbursement for the bill that I paid for dinner.

The meal was for five people at the ABC Hotel. The enclosed bill includes charges for the main meal, drinks, and after-dinner coffee at the hotel's famous Late-Night Cafe. The bill totaled up to (amount).

I have attached the bill. Kindly contact me for any further details.

Sincerely,

[Your Name]

Enclosure