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

I have recently attended a 3 days’ workshop on Project Management delivered by XYZ on behalf of the company. I would like to request you for reimbursement of the workshop registration fees since I was there as my company's representative.

The total fee amounts to $200/-. I have enclosed the receipt for verification. Kindly make the reimbursement with my next salary payment.

I thank you in anticipation.

Sincerely,

[Your Name]

Enclosure

Business Name

doxhub.org  
www.facebook.com/yourpage

Email: info@email.com

Tel: +1 552.455.5550  
Fax: +1 552.455.5550

123 Your Location  
city, state, zipcode.

Tagline will go here

Business Name