Date

To

Receiver name and designation  
Street and state address

Subject: Request letter for reimbursement of fuel expenses

Dear Sir,

I am Lord Williams, working as a marketing manager in your organization. Through this letter, I want to forward my request for reimbursement of fuel expenses which were incurred in lieu of buying the fuel last month.

During the last month, as my position demanded, I had to travel far off places on a company vehicle in order to follow our sales officers and to get the feedback of clients about the company. In doing so, fuel consumption was much more, and I had to bear all the expenses from my pocket. At the same time, I have kept all the records of expenses incurred on fuel consumption. I have also attached the receipts of fuel purchase, oil changing, number of miles I traveled, and monthly reports of odometer before and after each trip.

Since I was dealing with the company business, therefore I request you to reimburse [amount in US$] which I had spent for fuel purchase during the last month. All receipts are enclosed and attached to this letter.

I am looking forward to your positive response in this regard.

Yours sincerely,

[Name Here]