To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Department]

[Company Name]

Date:

**Subject: Claim Letter to Reimburse Travelling Expenses**

Dear Sir/Madam,

I am writing this letter to inform you that in this month of [mention month name], I have travelled [number of times you travelled] times to the [mention city/country name you travelled to] so as to resolve some managerial issues at the company’s office of [mention name of city/country]. I paid these visits to the company’s office as per you order and had to travel by air and then at the destined location, I had to travel sometimes by [mention transport name] for any local movement.

So, that’s why I am writing this letter to request you to forward my claim for the above mentioned travel expenses to the main office for its final approval. I have attached the travel tickets and all other details with this letter.

Thanking you in anticipation.

Yours Truly,

[Sender Name]

[Sender Designation]

[Sender Contact Details]