To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Approval Letter for Reimbursement of Petty Office Expenses**

Dear Mr./Mrs. [name of Recipient],

We have confirmed and approved your request for the reimbursement of expenses that you incurred for the purchase of office equipment for your team. As per our records, the amount is [mention the Amount] and this amount will be credited to your bank account along with your monthly salary.

Make sure to verify whether or not the amount mentioned above is correct.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]