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Expense Payment Approval Letter

This package contains:

1. Instructions & Checklist for Expense Payment Approval Letter
2. Expense Payment Approval Letter

Instructions & Checklist for
Expense Payment Approval Letter

☐ This package contains (1) Instructions & Checklist for Expense Payment Approval Letter; and (2) Expense Payment Approval Letter;

☐ This form is designed to assist you in drafting a letter to approve a payment for expenses to be incurred by an employee.

☐ Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.

☐ Be sure to sign the letter and to make a copy before sending it out.

☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

☐ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

☐ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I have received your request for payment for [Name of Expense].

This notification serves as confirmation that your expense request has been approved.
[Company Name] will reimburse you [Amount] for the cost of [Name of Expense]. To
ensure prompt payment, please remit any required receipts as quickly as possible.

Should you have any questions or concerns regarding this matter, please feel free to
contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]
[Title if any or delete if none]