

Vehicle Expense Reimbursement Policy Letter

This package contains:

1. Instructions & Checklist for a Vehicle Expense Reimbursement Policy Letter
2. Vehicle Expense Reimbursement Policy Letter

Instructions & Checklist for Vehicle Expense Reimbursement Policy Letter

- This package contains (1) Instructions & Checklist for Vehicle Expense Reimbursement Policy Letter; and (2) Vehicle Expense Reimbursement Policy Letter;
- This form is designed to assist you in drafting a letter for when you wish to share your vehicle expense reimbursement policy.
- 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]:

Thank you for being a vital part of [Company Name].

I would like to take this opportunity to make you aware of our vehicle expense reimbursement policy. The entire policy is attached for your review.

Please note that vehicle expenses will only be reimbursed when [Criteria for Reimbursement]. Expenses that may not be reimbursed include [List Major Exclusions].

If you have any questions or concerns, please refer to the enclosed document or contact my office.

In the meantime, I thank you for being a part of the [Company Name] family.

Sincerely,

[Your Name]
[Title]

Enclosure