[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

To

[Recipient Name]

Subject: Approval of payment of travel expenses  
  
Dear Sir,

I am Anderson, working as an Assistant Manager in your company for the last five years. I am writing you this letter in order to bring in your attention a trip on behalf of the company as its representative. Since it was a paid tour, I am therefore seeking the approval for its expenses incurred throughout the course of traveling. As per company rules, after completion of five years of service, I was sent to Europe for getting management training in [XYZ] institute. In compliance with your order, I made a visit to Europe for the said purpose in the above-mentioned institute. I had to make a visit by air and then through the metro train to travel intracity.

With this letter, I am enclosing scanned images of all the relevant documents including travel tickets and hotel receipts which are indicating my travel expenses of air and metro bus. Therefore, as per existing policies regarding approval of travel expenses and after fulfilling all the concerned formalities, I hereby forward my formal request to you to recommend my application for approval of travel expenses to the head office. It will be a great virtue from your side if all the expenses would be adjusted with the next month’s salary.

Thanking you in anticipation.

Yours truly,  
[XYZ]