To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_

Write Name

Business or Department Name

[Business or Department Address]

**SUBJECT:** Approved Expenses Letter from Management

Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am very pleased to inform you that our proposal has been approved by the client and now I will have to go on a long trip for conducting multiple meetings with the client. I am hereby writing this letter to request you to approve all the expenses during my business trip. On my return, I will provide you with all the receipts related to business expenses.

The expenses to be approved are totally in accordance with the budget and affordability of the company. I will look forward to your reply.

Look forward to your cooperation.

Thanks,

**Name of Employee or Authority**

**Official Stamp or Signature**