Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Alzafar Shriners

Attention: Treasurer/Recorder

901 N. Loop 1604 W

San Antonio, Texas 78232

*Ref: “Request Reimbursement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expense/s “*

Dear Treasurer/Recorder of Alzafar Shriners:

 Attached is the listed receipt/s for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expense/s paid by myself with (Cash/Check/Credit Card) for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ event. I am requesting reimbursement in the total amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from line item # \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) This letter serves as a request for reimbursement for such expense.

Will you please make a check for the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full address) for reimbursement for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expense/s.

 Thank you for your cooperation in these transactions.

Sincerely,

\_\_\_\_\_\_\_\_(Name)

Noble-Alzafar Shriners

\_\_/ac