Cheque Requisition for Employee Reimbursement

Subject: Request for Cheque â€" Employee Reimbursement
Dear [Finance Officer],
I kindly request a cheque for [Amount] payable to [Employee Name] as reimbursement for [Expense
Details]. The receipts and supporting documents are attached for your reference.
Please process this at your earliest convenience.
Regards,
[Your Name]
[Department]

Get more templates here: https://www.lettersandtemplates.com/letters/cheque-requisition-letter