

Notice of Reimbursement Waiver

Date:

To:

Department:

Dear ,

This is to notify you that your request for reimbursement regarding has been reviewed. After consideration, a waiver has been granted for this reimbursement.

You are not required to submit any further documentation or action related to this reimbursement claim. Should you have any questions, please contact our office.

Sincerely,

Position:

Contact: