

Date: [Insert Date]

To: [Contact Name]

[Company Name]

[Address]

From: [Your Name/Department]

[Your Company Name]

Subject: Request for Financial Documentation Regarding Extra Expense Claim: [Claim Number]

Dear [Recipient Name],

We are currently reviewing the extra expense claim submitted on [Date] following the recent [Event/Incident]. To complete our financial evaluation and process your reimbursement, we require additional supporting documentation.

Please provide the following records for the period of [Start Date] to [End Date]:

- Itemized invoices and receipts for all temporary equipment rentals or facility leases.
- Payroll records detailing overtime hours specifically attributed to the restoration of operations.
- Detailed logs of additional transportation, shipping, or logistics costs.
- Comparison reports showing normal operating costs versus current emergency expenditures.
- Proof of payment (canceled checks, wire confirmations, or credit card statements) for the above items.

Please submit these documents by [Due Date] to ensure there are no delays in the processing of your claim. You may send digital copies to [Email Address] or mail physical copies to the address listed above.

If you have any questions regarding this request, please contact [Name] at [Phone Number].

Sincerely,

[Signature]

[Typed Name]

[Title]