To

Whom It May Concern,

I am [Name] from [Name the Department]. I have been working as [your designation] in the company for [X] years. Recently, my wife had to go through an urgent medical treatment that involved a basic blood screening. Ultrasound tests, medical check-ups by the doctor, and surgery are performed in an emergency. As our company has a medical policy that covers the medical expenses of the employees and their immediate family members, I am sending this message to request the reimbursement of medical expenses for my wife. Her details are as follows:

Name: [Your wife’s name]  
Relationship with the employee: Wife  
Date of Medical Treatment: [Date]  
Medical Insurance: [NO]  
Patient’s ID: [mention patient’s ID provided by hospital]  
Hospital’s Name: [Hospital’s name where treatment was performed]  
Location: [Mention precise address]

Total cost: [Mention the total cost of treatment]

I request that you give this matter your immediate attention and priority and acknowledge my request. I will be very thankful if you direct the relevant authorities to reimburse the amount as soon as possible, per priority. Thank you for your consideration.

Best Regards!

[You name & designation]

Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_