

To

The Executive Director
NIELIT
GORAKHPUR

Sub: Reimbursement of medical expenses-regarding.

Sir,

I would like to inform you that during the period from.....toI
have incurred an amount of Rs.....(Rs.....only)
towards medical treatment of self and Family. You are, therefore, requested to kindly reimburse
the amount of Rs.....as per the provisions of service rules of the Society.

Thanking you.

Your's faithfully

Name.....

Designation.....