**Subject:** Request for Approval to Claim Hotel Bills for Official Travel to Mumbai

Respected Madam,

I am **Guruvigalla** **Gopichand**, Staff No. **82002645**, working as a Trainee Engineer. I was deputed to Mumbai from **16.04.2025 to 23.04.2025** to carry out **SSO field trials** as part of my official duties.

During this period, I stayed in a hotel, as I was unaware that trainee engineers are also required to book the company guest house for their stay in Mumbai. Due to this, I arranged my own accommodation.

I sincerely apologize for this oversight and humbly request your kind approval to permit the reimbursement of my hotel bills for the above-mentioned period. I assure you that I will strictly adhere to all company policies and procedures in the future.

Kindly consider my request and grant the necessary approval.

Thanking you in anticipation.

Yours sincerely,  
**Guruvigalla Gopichand**  
Trainee Engineer  
Staff No. 82002645