Subject: Important: Action Required - Expense Report Approval for Q2  
Body: This is an automated notification. An expense report submitted by Jane Doe for the second quarter requires your approval. The report details travel expenses for the industry conference last month, including flights, lodging, and meals. The total amount is within the company's policy limits, but a detailed breakdown is available for your review in the portal. Please log in to the expense management portal and approve or reject it by the end of the week to ensure timely processing and to keep our financial records up-to-date. If the report is not approved by the deadline, it will be escalated to a senior manager. Your prompt attention to this matter is greatly appreciated.