PERSONAL AND CONFIDENTIAL

Date

Dr. X
Title
Address
Address

Dear Dr. X:

We have received an invoice from Sutton Place Hotel (copy attached) for accommodation and miscellaneous charges incurred by you during your stay in Vancouver in “Month” “Year”.

We have paid the hotel invoice; however, would you be kind enough to review the invoice for non-business-related expenses, and if indicated, please provide payment for these to the Faculty of Medicine, UBC.

Thank you for your attention to this matter.

Yours sincerely,

Name
Title

Attachment