

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Disbursement of Funds

I am writing to formally request the disbursement of funds as previously discussed. The following details pertain to the funds requested:

- ****Amount Requested:**** [Insert Amount]
- ****Purpose of Funds:**** [Briefly describe the purpose]
- ****Account Details:**** [Account Number/Details, if necessary]
- ****Expected Date of Disbursement:**** [Insert Date]

We appreciate your prompt attention to this request and look forward to your confirmation. Should you require any further information, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Company]