

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the disbursement of [specific funds or resources] as approved in [relevant agreement/contract name or number]. The purpose of this disbursement is to [briefly describe the intended use of funds/resources]. Enclosed are the necessary documents for your review.

Please let me know if you require any additional information. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]