

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

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

Dear [Recipient Name],

Subject: Request for Funds Disbursement

I hope this letter finds you well. I am writing to formally request the disbursement of funds as per our agreement/contract dated [insert date of agreement/contract].

****1. Purpose of Funds:****

The funds requested are intended for [briefly describe the purpose of funds, e.g., project implementation, program support, etc.]. This will enable us to [explain the expected outcome or benefit].

****2. Amount Requested:****

We are requesting a total amount of [insert amount in words and figures].

****3. Use of Funds:****

The funds will be allocated as follows:

- [Item 1: description and amount]
- [Item 2: description and amount]
- [Item 3: description and amount]

****4. Supporting Documents:****

Attached to this letter are the following documents to support our request:

- [Document 1: description]
- [Document 2: description]
- [Document 3: description]

****5. Project Timeline:****

The project is scheduled to commence on [insert start date] and conclude by [insert end date].

We appreciate your prompt attention to this request, as timely disbursement is crucial for the successful execution of our project.

Please let me know if you require any further information or documentation.

Thank you for your continued support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization Name]

[Attachments: List any documents included with the letter]