

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Disbursement

I hope this letter finds you well. I am writing to formally request the disbursement of [specific amount] for [purpose or project name], which was approved on [date of approval].

As per our agreement, the funds are needed to cover [brief explanation of expenses or needs]. I have attached [any relevant documents such as invoices, receipts, etc.] to support this request.

I would appreciate your prompt attention to this matter and kindly request that the disbursement be processed by [desired date].

Thank you for your consideration. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]