

[Your Company Letterhead]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Disbursement of Funds

We are pleased to inform you that the disbursement process for the contracted services you have provided has been approved.

**\*\*Project:\*\*** [Project Name/Description]

**\*\*Invoice Number:\*\*** [Invoice Number]

**\*\*Disbursement Amount:\*\*** [Amount]

**\*\*Disbursement Date:\*\*** [Date]

Please ensure that you have submitted all necessary documentation for this disbursement. If you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]