

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disbursement Notification

We are pleased to inform you that your disbursement has been approved.

Please find the details below:

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

- **\*\*Disbursement Date\*\***: [Date of Disbursement]

- **\*\*Method of Payment\*\***: [Cash/Check/Direct Deposit]

Should you have any questions regarding this disbursement, please feel free to contact [Contact Person/Department] at [Contact Information].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]