

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Disbursement

I hope this letter finds you well. I am writing to formally request the disbursement of [specify amount or resource] related to [briefly outline the purpose of the disbursement, e.g., project funding, expense reimbursement, etc.].

The details of the disbursement are as follows:

- **\*\*Purpose:\*\*** [Provide a brief description of what the funds will be used for]
- **\*\*Amount Requested:\*\*** [Specify the exact amount]
- **\*\*Supporting Documents:\*\*** [List any attached documents such as invoices, receipts, or project proposals]

I kindly ask that this request be processed at your earliest convenience to ensure that we can [mention any deadlines or time-sensitive aspects]. Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]