

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

Dear [Recipient Name],

Subject: Disbursement Notification

I hope this message finds you well.

We are pleased to inform you that the disbursement of funds amounting to [amount] has been processed as per the agreement dated [date of agreement]. This disbursement is intended for [specific purpose or project].

The funds are expected to be available in your account by [expected date]. Please ensure that you confirm receipt of these funds once they arrive.

If you have any questions or require further clarification, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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