

[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 Approval

I am writing to formally request your approval for the disbursement of [amount] for [purpose/reason for disbursement] on [date].

The details of the disbursement are as follows:

- **\*\*Amount:\*\*** [amount]
- **\*\*Purpose:\*\*** [describe purpose or project]
- **\*\*Due Date:\*\*** [due date if applicable]
- **\*\*Supporting Documents:\*\*** [list any attached documents]

Your prompt attention to this matter would be greatly appreciated, and I look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]