

Club Uniform Transaction Approval

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

[Club Name]

[Club Address]

Dear [Recipient Name],

We are pleased to inform you that your request for the purchase of club uniforms has been reviewed and approved. Below are the details of the transaction:

Transaction Details:

- Uniform Type: [Insert Uniform Type]
- Quantity: [Insert Quantity]
- Total Cost: [Insert Total Cost]
- Approved by: [Approver Name]
- Approval Date: [Insert Approval Date]

Please proceed with the purchase and ensure to send the receipt upon completion. If you have any questions or require further assistance, feel free to contact me.

Thank you for your dedication to the club.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Your Contact Information]