

Expenditure Approval Request

Date: [Insert Date]

To: [Approver's Name]

From: [Your Name]

Subject: Request for Expenditure Approval for [Event Name]

Dear [Approver's Name],

I am writing to request your approval for the expenditure related to the upcoming [Event Name], which is scheduled to take place on [Event Date]. This event aims to [briefly describe purpose of the event].

Below is the breakdown of the estimated costs:

- Venue Rental: \$[Amount]
- Food and Beverages: \$[Amount]
- Marketing and Promotion: \$[Amount]
- Miscellaneous: \$[Amount]

The total expenditure requested is \$[Total Amount]. I believe this investment will significantly benefit our organization by [mention benefits].

Thank you for considering this request. I look forward to your prompt approval so that we can proceed with the necessary arrangements.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]