

Logistics Expenditure Approval Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval of Logistics Expenditure Request

Dear [Recipient's Name],

We are pleased to inform you that your request for logistics expenditure has been reviewed and approved. Below are the details of the approved expenditure:

- **Expenditure Description:** [Description]
- **Approved Amount:** [Amount]
- **Project Code:** [Project Code]
- **Approval Date:** [Approval Date]

Please ensure that all expenditures are accounted for and reported in accordance with company policies. Should you have any questions or require further assistance, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]