

Expenditure Proposal Examination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Proposal for Examination of Expenditure

I hope this letter finds you well. I am writing to formally submit a proposal for examination of the recent expenditures related to [Project/Program Name]. This examination is crucial for ensuring transparency and accountability in our financial activities.

The total amount under review is [Amount]. The scope of the examination will include, but is not limited to:

- Verification of all receipts and invoices.
- Assessment of compliance with budgeting guidelines.
- Evaluation of project outcomes in relation to expenditures.

We propose to initiate this examination on [Start Date] and complete it by [End Date]. Your support and guidance throughout this process will be invaluable.

Please feel free to reach out if you have any questions or require further information. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]