

# Expenditure Approval Announcement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Approval of Expenditure Request

Dear [Recipient Name],

We are pleased to inform you that your request for expenditure dated [Insert Request Date] has been approved. The approved amount is [Insert Amount] for [Insert Purpose of Expenditure].

Please ensure that the expenses are incurred in accordance with the company policies and guidelines. Submit all relevant receipts and documentation to the finance department for processing after the expenditure has been made.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]