

Accounts Payable Cash Allocation Approval

Date: [Insert Date]

To:

[Approver's Name]
[Approver's Title]
[Company Name]
[Company Address]

From:

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]

Subject:

Approval for Cash Allocation - Accounts Payable

Dear [Approver's Name],

I hope this message finds you well. I am writing to request your approval for the cash allocation related to accounts payable for the month of [Insert Month/Year].

The total amount requested for allocation is [Insert Amount]. This allocation is essential to ensure timely payments to our vendors and to maintain positive relationships.

Attached to this letter, you will find the detailed breakdown of the invoices requiring payment along with our cash flow analysis and the proposed allocation schedule.

Your approval will allow us to proceed with the payments as scheduled. Please let me know if you require any further information or have any questions.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]
[Your Contact Information]