

Accounts Payable Cash Allocation Request

Date: [Insert Date]

To: [Insert Accounts Payable Department/Manager Name]

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Cash Allocation Request for [Vendor/Account Name]

Dear [Accounts Payable Manager],

I am writing to request the allocation of funds for the following accounts payable:

- **Vendor Name:** [Vendor Name]
- **Invoice Number:** [Invoice Number]
- **Amount Due:** \$[Amount]
- **Due Date:** [Due Date]
- **Reason for Allocation:** [Brief Reason]

We appreciate your prompt attention to this matter and look forward to your confirmation of the cash allocation.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]