

# Expenditure Approval Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Approval of Expenditure for Building Project

We are pleased to inform you that your request for expenditure approval for the [Project Name] has been reviewed and approved. The total amount authorized for this project is [Amount]. This expenditure is allocated towards [briefly describe what the expenditure covers, e.g., materials, labor, etc.].

Please ensure that all transactions are documented and receipts are submitted for our records. The project is expected to commence on [Start Date] and should be completed by [Completion Date].

Should you have any questions or require further assistance, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]