

Expense Disbursement Authorization

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Department: [Your Department]

Subject: Authorization for Expense Disbursement

Dear [Recipient Name],

I am writing to authorize the disbursement of expenses related to [specific purpose or project]. The details are as follows:

- **Expense Type:** [Type of Expense]
- **Amount:** [\$Amount]
- **Project/Reference:** [Project Name/Number]
- **Date of Expense:** [Date]

Please process this disbursement at your earliest convenience. If you have any questions or require additional information, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]