

# Pre-Approval for Expenses

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

This letter serves to confirm the pre-approval for expenses incurred in relation to [specific purpose or project]. The details of the incurred expenses are as follows:

- **Expense Description:** [Description]
- **Date of Expense:** [Date]
- **Amount:** \$[Amount]
- **Justification:** [Justification]

We appreciate your attention to this matter and look forward to your confirmation regarding the pre-approval of these expenses. Please let us know if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]