

# Request Letter for Approval of Payment

To,  
The Managing Director [Or write the Name],  
Lyle Sutton  
Ap #250-9843 Elementum St.  
South Gate Missouri 68999  
(736) 522-8584

Respected Sir,

This is to request you to grant me the approval of payment towards ABC services for their supplies and services that we received for the last 3 months. I have attached a copy of all the details indicating a lump sum amount of \$ \*\*\*\*\*that is needed to process. Kindly check and grant me the approval of payment so that I could share and direct it with the finance department to make the required payment.

Thank you so much.

Sincerely,  
Palmer Gay  
557-2026 Purus St.  
Watertown TN 07367  
(963) 356-9268

