

Request Letter for Approval of Budget

16-01-2005

To,
The Manager,
XYZ Firm
Cleo Best
282-8351 Tincidunt Ave
Sedalia Utah 53700
(252) 204-1434

Dear Cleo Best,

This is to inform you that I have prepared the sheet of the budget that is required for all the expenses in the coming three months. A soft copy is attached here within this mail. Kindly find it and have a look. If any changes are needed, please let me know so that I could make those changes. If no changes are required, then I request you to please provide me the approval so that I could transfer it for the sanction of the required budget.

Thanking you.

Sincerely,
Ina Burt
Ap #130-1685 Ut Street
Tyler KS 73510
(410) 483-0352

