

Petty Cash Request Letter

[Your Name]

[Your Title/Position]

[Your Organization/Company Name]

[Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Department]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Subject: Petty Cash Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a petty cash fund for [department or specific purpose]. As the [your position/title] of [your department], I believe having access to a petty cash fund will help us manage small, incidental expenses efficiently without the need for extensive reimbursement processes.

The requested petty cash amount is [amount in currency]. This fund will be utilized to cover minor expenses such as office supplies, small-scale equipment repairs, travel incidentals, and any other unforeseen costs directly related to [department/project name].

I assure you that the petty cash will be handled responsibly and used only for legitimate business expenses in accordance with company policies. I understand that the responsibility to manage and safeguard the petty cash lies with me, and I am committed to maintaining accurate records of all transactions made from the fund.

Please find attached a detailed breakdown of how the petty cash will be allocated and utilized.

Additionally, I have prepared a simple reconciliation sheet that will be updated regularly to ensure transparency and accountability.

[Attach breakdown and reconciliation sheet]

I kindly request your approval to establish this petty cash fund for our department. If there are any further requirements or guidelines needed for the approval process, please let me know, and I will gladly provide any necessary documentation.

Thank you for considering this request. I am confident that having access to a petty cash fund will enhance our department's operational efficiency and allow us to focus more on our core responsibilities.

If you have any questions or need more information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Department]

[Your Contact Information]