

Simple Petty Cash Request

Subject: Petty Cash Fund Replenishment - Office Supplies

Dear Accounting Team,

Our petty cash fund needs replenishment. Current balance is \$45.20, and we need to restore it to the standard \$500.00 level.

Recent expenditures include office supplies, coffee for meetings, and minor maintenance items. All receipts and the petty cash log are attached for your review.

Please issue a check for \$454.80 to replenish the fund. The cash box is located in the administrative assistant's desk, drawer 2.

Thank you,

Lisa Rodriguez

Office Manager

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