

Formal letter requesting petty cash for office expenses

Subject: Request for Petty Cash

Dear [Finance Manager],

I am writing to request a petty cash advance of [Amount] to cover office-related expenses for the upcoming week, including stationery, minor maintenance, and miscellaneous supplies.

Kindly approve this request and release the funds at your earliest convenience. I will provide proper receipts and documentation for all expenditures as per company policy.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Designation]

Get more templates here: <https://www.lettersandtemplates.com/letters/petty-cash-request-letter>