

Requesting petty cash for a department event or small gathering

Subject: Petty Cash Request for Department Event

Dear [Finance Manager],

We are organizing a small departmental event on [Date] and request petty cash of [Amount] to cover refreshments, decorations, and minor supplies. A full report of expenses will be submitted after the event.

Your approval will be greatly appreciated.

Best regards,

[Your Name]

[Department Name]

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