**APPROVAL LETTER**

**[Today’s Date]**

Linda Martha

Accounts manager

XYZ technologies

700 lane street

Austin, TX 12000

**Subject:** Request Letter for Approval of New Inventory Purchase

Dear Mr. Robinson,

I am sending this request for approval to purchase new inventory for our new branch at yule street. As that branch is new to start, it requires some things to operate smoothly for its work. Following is the list of inventories:

* 2 Air conditioners – $60,000
* Generator – $12,500
* Furniture – $45,000
* Water purifier – $2,500
* Water installer – $6,000

We already have an agreement to buy all this inventory at 15% off the actual total cost, it is a great deal for us.

I am looking forward to hearing from you as soon as possible. Thank you for your time.

Sincerely,

**[Signature]**

Paul Biden

Head — inventories