**APPROVAL LETTER**

**[Today’s Date]**

John Brigs

Head — procurement

ABC corporation

789 main street

San Francisco, Los Angeles 21023

**Subject:** Request Letter for Approval of Expenses

Dear Mr. Brigs,

I am writing this letter to approve expenses for project ABC, the installation of macrosystems, CCTV s throughout our entire building and our other two branches. It is important for better security purposes, and it is a one-time investment for the long-term purpose of the corporation.

I am happy to report that my team has procured the distributor ready to distribute all the necessary material at 15% cut off the total cost. Necessary payments have been made, but we need professional services for set up. The total cost will be$33,000 if approved, as follows:

Installation charges – $5,000

Service charges – $9,000

Camera cost – $15,000

Transport cost – $2,500

I have attached the detailed sheet along with this letter for your consideration and reference. I am looking forward to your approval and will appreciate it if you get back to me before January 11, 20XX

Sincerely,

**[Signature]**

Monty Johnathan