Letter for Approval of Office Equipment Expense

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

We got an update letter from the office of procurement which is stating that the cost of all the office equipment which you have purchased has been approved. We have therefore, decided to pay you that money. We will add this amount of money in the payroll that you will receive by the end of the month. If you have any question regarding the information provided in the letter, you can feel free to contact us.

[Your Name]

[Senders Title] -Optional-