

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Notice of Disbursement - [Reference Number/Account Number]**

Dear [Recipient Name],

This letter serves as formal notification that the Financial Operations Department has authorized and processed a disbursement regarding [Project Name/Invoice Number/Contract Title].

The details of the disbursement are as follows:

- **Disbursement Date:** [Insert Date]
- **Total Amount:** [Insert Currency and Amount]
- **Payment Method:** [ACH / Wire Transfer / Check]
- **Transaction ID:** [Insert ID Number]

These funds have been released for the purpose of [Reason for Disbursement, e.g., Vendor Payment, Grant Funding, or Reimbursement]. Please allow [Number] business days for the funds to reflect in your account.

If you have any questions regarding this transaction or if there is a discrepancy in the amount received, please contact the Financial Operations office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]