

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Department]

Subject: Approval of Working Capital Request for Inventory Procurement

Dear [Recipient Name],

This letter serves as formal notification that your request for working capital to procure additional inventory has been approved. This decision follows a review of the inventory turnover projections and current market demand analysis.

The approved details are as follows:

- **Approved Amount:** \$[Amount]
- **Inventory Categories:** [List specific products or SKUs]
- **Funding Source:** [Department Code or Credit Line Name]
- **Procurement Deadline:** [Date]

Please coordinate with the Finance Department to facilitate the transfer of funds or to issue the necessary purchase orders. You are required to provide a reconciliation report once the inventory has been received and logged into the system.

Should you have any questions regarding the disbursement process, please contact [Contact Person/Department].

Best regards,

[Signature]

[Authorized Manager Name]

[Title]

[Company Name]