

Sample 3: Temporary Advance



Temporary Advance

 **Victoria Shanmugarajah** to: Rebecca Anderson

11/16/20xx 9:23 AM

Dear Becky,

I would appreciate it very much if you could let me know at your earliest regarding my e-mail to you concerning the expenses which were wrongly charged to this fiscal year. Since we are approaching the end of November, I am worried that we will not be able to reflect those expenses in the FY20xx budget. If that is the case, I would probably be dead meat!! Please help!!

On a separate matter, we are crying for help as we are short of money in our Imprest Account. October replenishment is baht 1,436,206. To date, we have already spent baht 502,703. I foresee other major expenses on two computers and for the Chief of Mission coming up very soon. I would appreciate it very much if you could arrange for an advance of baht 700,000. Our MFB balance is 2.2 million, but with the fit-out cost and rent advance for both the office and the Res. Rep's residence, we are running a risk of an overdraw in our account.

Please kindly expedite the advance. Please let me know if you need more information.

Thanks and best regards.

Vicky

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