To: Mr. XYZ

Date: ------------------

RE: Petty cash request abandoned

Dear (name of employee),

We have received your request for petty cash on 5th July 20XX. We have evaluated your needs and requirements about the work you have been tasked with. After careful consideration, it has been figured out that you need no petty cash anymore.

Most of the expenses that you covered via petty cash were travel expenses. The company has seen that there is not any travel-related work in the rest of the work for you. Therefore, the company has decided to disapprove your request for petty cash. The company will grant you petty cash when it sees that you need it.

Thank you so much for feeling so much concerned about your work. If you have any query in your mind, feel free to contact us.

Regards,

Your name

Your designation in the company  
Your signatures