To

[The Recipient Name]

**Subject:  daily coins retrieval review**

Dear Madam/Sir,

This letter serves as a review of the cash received by the company on (mention the date). Please the review cash collected today.

1. Total amount of cash collected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Collected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total amount of receivables: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Total amount of payables: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Date of receiving money: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you need to know more about the total currency received in a single day, you can contact me at (mention the phone number).

Sincerely,

Name of the sender,

Signatures