Date:

Name of the employer:

Company name

**Subject: Claim for petty cash dated [DATE]**

Dear manager,

I am (mention your name), and I work in the IT department of the company. My employee number is 4XYQ23. The purpose of writing this letter is to ask you for paying me the petty cash amounting to 50$. I have already paid this amount to purchase printing papers for the office.

I am attaching the billing details of the purchase with this letter. A prompt response from you will be highly appreciated.

Thank you.