Good day, sir Marion!

In relation to our on-going marketing efforts for our website and social media accounts' launching, I am writing to seek approval on having a starting budget fund of **Php 1,500.00** which will be used for our **15-days advertising campaigns** specifically for growth, visibility, promotion and engagements in our social platforms.

This, if approved, will only be reimbursed when receipts are gathered and received.

Thank you very much.

Best regards,

**Elizayra Bunsoy**Senior Marketing & Tele-sales Officer  
  
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