

HELEN M. BINANGBANG

Executive Assistant to the General Manager
Alturas Group of Companies

Subject: Request for Additional Funds for Grocery Store Opening

Dear Ma'am,

I hope this letter finds you well. I am writing to formally request an increase in the Master Change Fund, Cash Drawer Fund, and Petty Cash Fund for the opening of our supermarket. As we prepare for the opening, we have carefully assessed our initial requirements and believe that additional funds will help ensure a smooth and efficient start to our operations.

Here is a breakdown of the requested additional funds:

- Master Change Fund: P400,000
- Cash Drawer Fund: P9,000
- Petty Cash Fund: P30,000

Note: Please provide copy of this for IAD on basis for surprise and regular audits.

Here is a breakdown of the existing funds:

- Master Change Fund: P100,000
- Cash Drawer Fund: P6,000
- Petty Cash Fund: P20,000

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The Master Change Fund is essential to provide adequate change for our customers' transactions, ensuring a positive shopping experience. The Cash Drawer Fund will be used for daily cash transactions at the point of sale, and the Petty Cash Fund will cover small expenses such as supplies, minor repairs, and other unforeseen costs.

The additional funds will contribute to a seamless and customer-friendly shopping environment, and we understand the importance of financial responsibility and assure you that these funds will be utilized judiciously and transparently. We are committed to maintaining accurate records and providing any necessary documentation to support the use of these funds.

We appreciate your attention to this matter and may you consider this request. We are eager to contribute to the success of our company and are confident that with your support, Alturas Supermarket Panglao will become a valuable asset.

Sincerely,

Michelle S. Suarez
MICHELLE S. SUAREZ

Store Manager

Alturas Supermarket Panglao

Noted by

Armar Adonis R. Uy
ARMAR ADONIS R. UY

Managing Director

Alturas Supermarket Panglao

Approved by:

Helen M. Binangbang
HELEN M. BINANGBANG

Executive Assistant to the General Manager

Alturas Group of Companies

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