

TO : The Chief Executive Officer

Through : The Production Manager

From : Technical and Extension Officer

Date : 2 March, 2022.

SUBJECT: CLAIM FOR MONEY AMOUNTING TO K26000

I write to claim a sum of money amounting to K26000 (twenty-six thousand kwacha). The field officer and driver were sent on official duty Thursday dated 24 february 2022 to collect seed returns Nkhotakota and Salima with lunch allowance (K7,000) as per entitlement. But due to pressure of work, the two officers spent a night at Salima, therefore the claimed amount plus the lunch allowance provided makes it a full subsistence allowance.

Your assistance on the matter will be highly appreciated

Thanks

Donald Mlumbe