

TO : The Chief Executive Officer

Through : The Human Resource Manager

From : ICT Officer

Date : 28th June, 2022.

SUBJECT: REQUEST FOR FUNDS AMOUNTING TO K103,000 .00

I would like to request for funds amounting to K103,000.00 (hundred and three thousand kwacha only) which will be purchase a one terabyte hard drive and a desktop computer fan. The two computer parts will be used to fix the issues with the server compute. I recommend purchasing the hard drive from CLICK AFRICA to ensure that its genuine. Below is the price breakdown:

Part name	Description	Price
Hard drive	One Terabyte hard drive	88,000.00
Computer fan	One computer fan	15,000.00
Total		103,000.00

Looking for your usual assistance

Thank you

Wilson Soza