

**TO : The Chief Executive Officer**

**Through : The Marketing and Communications Officer**

**From : Senior Marketing Officer**

**Date : 5 November, 2021.**

**SUBJECT: REQUEST FOR FUNDS AMOUNTING TO K27000**

I write to request for funds amounting to K27000.00 (twenty seven thousand Kwacha) for Chikondi Khumbanyiwa who has been assigned to deliver seed to agrodealers in Mchinji. The amount is for subsistence allowance and offloading.

Thanks

Chisomo Nkhata