Date: 1/1/2021

Regional Head,

Rajshahi Region,

Rajshahi

Subject: **Channel campaigns & Q1 MEGA trade campaign January’2021**

Dear Concern,

As per your instruction and budget plans for the above mentioned subject, we have incurred the following expenses. Thus formally requesting to settle this claim as according to the following particulars. We assure you that such events took place and were validated according to set modalities and budget ceilings.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DD Code | DD Name | Particulars | Count | Amount | Total Expenses |
| RAJNAT08 | Hello Daffodils | Cake | 1 | 1000/- | 1000/- |
| House decoration |  | 500/- | 500/- |
| Banner | 1 | 600/- | 600/- |
| FF Refreshment | 33 | 150/- | 4950/- |
| **Total =** | | | **7050/-** |

Please approve the above budget incurred for the mentioned purpose.

|  |  |  |
| --- | --- | --- |
| - - - - - - - - - - - - - - - - - -  Md. AliulKabir  DD Manager  Cell No :- 01918667272 |  | - - - - - - - - - - - - - - - - - - - -  Abul Khair Md Mesbule Huq  Zonal Manager  Cell No :- 01914444602 |