Date : ${date\_sent}

**PT Konsulindo Informatika Perdana**

Jl. MT Haryono Kav 2-3

SOHO Pancoran Splendor 1205-1206

Jakarta Selatan

**Subject: Request for Disbursement of ${f\_type} by ${requestor}**

Dear ${finance\_manager},

We are pleased to inform you that the reimbursement request submitted by ${requestor} has been fully approved through our Employee Self-Service (ESS) system. Please expedite the disbursement process to ensure prompt reimbursement to the employee.

Details of the approved reimbursement are as follows:

1. Form ID : ${f\_id}
2. Amount : ${granted\_funds}
3. Purpose : ${f\_type}
4. Bank Account Holder : ${requestor}
5. Bank Account : ${bank\_account}
6. Account Number : ${account\_number}

Please expect the reimbursement to be credited to your account shortly.

Thank you for your cooperation.

Sincerely,

**ESS Administrator**