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|  | ACCESS SOLUTION LTD |

Memo

To: ACCOUNT

**CC: CTO**

**CC:** Human Resources

From: Malu Ugo (Technology)

Date:

Re: **REQUEST FOR TRANSPORT AND FEEDING ALLOWANCE**

I would like to request the sum of 15,000 naira (Fifteen thousand) for my transport and feeding allowance during the period ( 8/11/2017 – 9/11/2017 ) of my stay at Lagos.

Breakdown of the cost is as follows

abuja - N6,000 (to and from)

Lagos - N6,000 (to and from)

Feeding - N3,000

Thank you.

Yours faithfully,

Malu Ugo.