

# LETTER TEMPLATE (MULTI ACCOUNTS)

(date)

## MEMORANDUM

TO: Debbie Abell  
Director of Procurement Services

FROM: \_\_\_\_\_  
\_\_\_\_\_

SUBJECT: Letter of Justification for Purchase over \$100,000

The attached purchase requisition is for \_\_\_\_\_, which will be used to \_\_\_\_\_.

The funds are available from \_\_\_\_\_ accounts: Budget Purpose #\_\_\_\_\_, will provide funding for approximately \_\_% and is a \_\_\_\_\_ account; Budget Purpose #\_\_\_\_\_, will fund approximately \_\_% and is a \_\_\_\_\_ account; while Budget Purpose #\_\_\_\_\_, which is a \_\_\_\_\_ account, will fund the balance.

Your approval will be appreciated.

**(Sample Letter)**