



Date:

To

The Executive Director
Trinamul Unnayan Sangstha
Marma Samsad Building (1st floor)
Pankhaiyapara, Khagrachari-4400.

Subject: : Special approval for Advance Request

With due respect to state that I am going to organize/conduct
..... under
..... project
which the total amount exceed two month's salary as per section 14 C(ii) of Financial
Management Rules of the organization that is why I am seeking special approval from you to
receive the amount TK..... as advance.

So, I therefore pray and hope that you will be kind enough to approve me the application for
smooth implementation of the program/event.

Sincerely yours

Recommended by

Approved by

Name:

Designation:

Date:

Name:

Designation:

Date:

Name:

Designation:

Date: