

Advance Settlement Authorization Letter

Date: _____

To: The Accounts Department

Company Name: _____

Company Address: _____

Subject: Authorization for Advance Settlement

Dear Sir/Madam,

I, [Employee Name], holding employee ID [Employee ID], working as [Designation] in [Department], hereby authorize the finance/accounts department to settle the advance amount of [Amount] (in words: [Amount in Words]) provided to me on [Date of Advance] for the purpose of [Purpose/Travel/Project Name].

I confirm that the funds were utilized as per the company's guidelines. All relevant bills/vouchers and supporting documents for the expenses incurred are attached/enclosed herewith for your verification and settlement.

I request you to adjust any balance amount, if applicable, accordingly and consider this request for the closure/settlement of the said advance.

Thank you for your assistance.

Employee's Signature

[Employee Name]

[Contact Number]

For Accounts/Finance Use Only

Verified By

Date: _____

Important Notes:

- Ensure all supporting documents such as bills and receipts are attached.
- Incorrect or incomplete documentation may delay the settlement process.
- Submit the authorization letter within the company's stipulated timeline after completion of the activity.
- Retain a copy of the submitted documents for personal records.
- Any unutilized advance amount must be returned to the company promptly.