

**To:** Finance Department  
**From:** John Doe, Project Coordinator  
**Subject:** Advance Settlement Justification Letter  
**Reference:** Advance Request No. 2024-070

## Advance Settlement Justification Letter

I am writing to provide justification for the settlement of the advance amount disbursed to me on May 28, 2024, for the purpose of organizing the "Annual Staff Training Program" in Cityville.

The advance amount of \$2,000 was utilized for venue booking, training materials, participant refreshments, and transportation expenses, as outlined in the approved budget. The event took place on June 3, 2024, and was attended by 30 staff members. All expenditures were essential for the successful implementation of the training program.

Attached are the original invoices and receipts corresponding to the actual expenses incurred. The total expenditure amounting to \$1,950 has been duly documented and verified. The remaining advance of \$50 will be returned to the finance office as per the standard settlement process.

I confirm that the funds have been utilized strictly for the intended purpose and in accordance with organizational guidelines. Please review the attached documents, and do not hesitate to contact me should further clarifications be required.

Sincerely,

John Doe  
Project Coordinator

### Important Notes

- This letter must be accompanied by all supporting receipts and documentation.
- Any unspent balance must be returned to the finance department immediately.
- Ensure accuracy and transparency in reporting all expenditure details.
- Failure to justify the advance may affect future advance approvals.
- Always refer to the latest organizational policy for advance settlements.