To,

[Name of Recipient]

[Designation of Recipient]

Subject: Letter to Endorsement for Financial Assistance

Respected Sir/Madam,

As a manager of the company, I am writing this letter to let you know about the financial assistance for the office infrastructure. Looking into the condition of the office infrastructure the authority has decided to go forward to recovering it. Due to which company has hired a new financial assistance for this matter.

As we need a large amount of budget to fix this thing. So, we decided to endorse [mention agency name] for the maintenance work. They have already done some work for our company in past and our management is very much satisfied with their work. We hope this time also we will get the same services from them. We will proceed further after completing all the documentation.

For further queries, make sure to contact us on this number, [mention phone number] or through an email [mention email address].

Sincerely,

[Sender Name]

[Sender Designation]