To,

Manager

ABC Company

XYZ Street

Subject :- Medical bill USD 1000.20

Dear Sir/Madam,

Referring to the subject line, please allow me salary advance for my medical bill, upto USD 1000.20 (US $ one thousand dollars and 20 cents only)

Attached :- Approval e-mail, and doctor’s prescription

Thanks & reagrds,

Prajakt Pande

ABC company

Note:- 01) here currency will be USD, Euro, AED (dheram’s) GBP (pounds)

02) After enter amount (1000.20) need keyboard stork to amount in words.