To

[The Recipient Name]  
[Office Name]

**Subject: Daily Fuel Consumption Report**

Dear Sir, this letter serves as a report letter. With reference to the above-mentioned subject, I am writing to put into your kind consideration that the fuel consumed on [date] is [X] liter.

On [date], three consignments were sent to the [Name of the city], and five consignments were sent to the [Name of the city]. A list of the consignments is given below:

1. Furnished apparel for office (reference ID. 675); sent to [name the company]
2. Local color thought dummies for apparel store (Reference ID 3120); sent to [Name of the company]
3. Finished Items and Internal Designing Items (Reference ID. 9202193); sent to [Name of the company]

Three of the total consignments’ transportation fuel was to be paid by the company according to the conditions mentioned in their respective contracts. The other consignments’ fuel shall be paid for by their respective companies, not our company.

Extra care has been taken while calculating the cost of the consumed fuel, which is USD [X]. The amount has been deducted from the company’s account by the system automation provided by the chief executive of the company’s finance management.

I have tried calculating every aspect of the consumption; however, errors and omissions are expected. Please let me know if I have to provide more details. The data has been saved for the weekly, monthly, and yearly fuel consumption calculations.

Please find the exact calculation analysis attached as an Excel Sheet file duly signed by the General Finance Manager. Thank you.

Truly,

[Name]  
[Designation]  
[Signature]