To

[The Recipient Name]  
[Office Name]

Re. Reporting Daily Fuel Consumption: Employee Edition

Dear Madam,

This letter has been written to report daily fuel consumption on the employees’ services for the date [mention the date]. The employees’ services include picking up and dropping off the employees for official visits and meetings. The consumption also includes the pick-and-drop service to the employees whose pick-drop services have been included in the appointment.

A total of ten employees out of all commuted on [date] for different purposes. They visited sites and took to meetings on various points. The total distance covered on the date is [xx] miles. Three out of ten employees received the regular pick-and-drop service from their doorstep. It consumed [xx] liter of petrol.

One of the company’s regular clients was taken to the site area, which is under construction for the purpose of scrutiny and observation process of civil services of engineering being provided which consumed almost [xx] liter petrol.

Moreover, 25 laymen were taken to the construction site area by the company’s labor truck, along with bricks and cement bags. It consumed more than [x] liter petrol.

The total fuel consumed is [xxx] liter for the date, costing USD [X]. Payment has been made by  
check duly signed by the chief executive, Mr. [name], in charge of the financial assistance. Please find the spreadsheet of calculated fuel consumption and a copy of the check payment for the fuel.

Kindly send back this letter to me by signing and approving the daily report on fuel consumption. Thank you.

In case of any queries, please call.

Regards,

[Name]  
[Designation]  
[Signature]  
[Date]