

Date: [Insert Date]

To: Accounting Department

From: [Your Name]

Subject: Confirmation of Transport Budget Allocation

Dear Team,

I am writing to confirm the allocated transport budget for the upcoming fiscal year. The total budget approved is [Insert Amount], which will cover all transportation expenses including but not limited to:

- Vehicle maintenance
- Fuel costs
- Public transport reimbursements

Please ensure that this budget is accounted for in the financial records and that all spending adheres to the outlined limits.

If you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]