

Budget Allocation Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally approve the budget allocation for [specific project or purpose] as discussed in our previous meetings. After reviewing the proposed budget and associated costs, I am satisfied with the justification provided.

The approved budget is as follows:

- Item 1: \$[amount]

- Item 2: \$[amount]
- Total Budget: \$[total amount]

Please ensure that the allocated funds are utilized in accordance with the proposed plan and guidelines. I look forward to the successful implementation of this project.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]