

Departmental Resource Allocation Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Resource Allocation

Dear [Recipient's Name],

After reviewing your request for resource allocation for the [specific project/department], I am pleased to inform you that your request has been approved. The allocation of [mention resources, e.g., budget, equipment, personnel] will be effective from [start date].

We believe that these resources will significantly support your objectives and contribute to the overall success of our departmental goals. Please ensure that an appropriate plan is in place to utilize the allocated resources effectively.

If you have any questions or need further assistance, feel free to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]