

Funding Confirmation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your application for funding from [Agency Name] has been approved. Your project titled "[Project Name]" will receive the amount of [Amount] to support the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

This funding is intended to cover expenses incurred from [Start Date] to [End Date]. Please ensure that all expenditures align with the budget submitted in your proposal.

We appreciate your commitment to [Brief Description of the Purpose of the Project]. We look forward to seeing the positive impact of your efforts on the community.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]