

# Resource Allocation Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for resource allocation has been approved. We appreciate your ongoing commitment to supporting our community.

Details of the allocation are as follows:

- **Resource Type:** [Specify Resource]
- **Quantity:** [Specify Quantity]
- **Delivery Date:** [Insert Delivery Date]
- **Contact Person:** [Insert Contact Person]

Should you have any questions regarding this allocation, please feel free to contact us at [Agency Phone Number] or [Agency Email Address].

Thank you for your dedication and service to our community.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Agency Phone Number]

[Agency Email Address]