

Funding Utilization Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Organization: [Your Organization's Name]

Subject: Funding Utilization Report

Introduction

This report outlines the utilization of funds received from [Funding Source] for the period of [Start Date] to [End Date].

Funding Details

- **Total Amount Received:** \$[Amount]
- **Purpose of Funding:** [Funding Purpose]

Utilization Breakdown

Expense Category	Amount Utilized	Description
[Category 1]	[\$Amount]	[Description]
[Category 2]	[\$Amount]	[Description]

Impact Summary

[Briefly describe the impact of the funding on the community or beneficiaries]

Conclusion

We appreciate the support received from [Funding Source] and remain committed to our mission of [Agency Mission]. We look forward to continuing to provide valuable services to our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]
[Contact Information]