

Sanction Letter for External Aid Transfer

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Sanction for External Aid Transfer

Dear [Recipient's Name],

We are pleased to inform you that your request for external aid transfer to [Destination/Project] has been reviewed and approved. After careful consideration, we are sanctioning the transfer of funds amounting to [Amount] to support the [describe the purpose of the aid].

Details of the transfer are as follows:

- Transfer Amount: [Amount]
- Transfer Date: [Date]
- Bank Details: [Bank Name, Account Number]
- Reference Number: [Reference Number]

Please ensure that the funds are utilized in accordance with the project guidelines and regulations. We also request you to provide a detailed report on the utilization of these funds within [Time Frame] after the transfer.

Thank you for your cooperation and commitment to [mention the cause or initiative]. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]