

Logistics Budget Allocation Approval

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for budget allocation for logistics has been reviewed and approved. The details of the allocation are as follows:

- **Budget Amount:** [Insert Amount]
- **Purpose:** [Brief Description of the Purpose]
- **Timeframe:** [Start and End Dates]

Please ensure that all expenditures remain within the allocated budget and are reported promptly. Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your continued efforts and contributions to our logistics operations.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]