

Fiscal Allocation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: IT Department

Subject: IT Fiscal Allocation for [Year/Project]

Dear [Recipient's Name],

We are pleased to inform you that the fiscal allocation for the IT department has been approved for the upcoming fiscal year. The allocated budget is [Insert Amount], which is intended to support our ongoing projects and initiatives.

The key areas of focus for this allocation include:

- [Project/Initiative 1]
- [Project/Initiative 2]
- [Project/Initiative 3]

We appreciate your support and collaboration as we move forward with planning and executing these initiatives. Please feel free to reach out if you have any questions or require further details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

IT Department