

Confirmation of Budget Allocation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Subject: Confirmation of Interdepartmental Budget Allocation

Dear [Recipient's Name],

This letter serves as confirmation for the allocation of budget funds as discussed in our recent meeting. The following details outline the allocation:

- **Allocated Amount:** [Amount]
- **Purpose of Allocation:** [Purpose]
- **Effective Date:** [Effective Date]
- **Duration:** [Duration]

Please ensure that these funds are utilized as planned and report any discrepancies that may arise during the utilization period.

If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]