

Funding Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for funding has been approved. We appreciate your efforts and commitment to [briefly describe business/project]. This funding will be instrumental in helping us achieve our goals.

Details of the funding are as follows:

- Amount Approved: [Insert Amount]
- Funding Purpose: [Insert Purpose]
- Disbursement Date: [Insert Date]

Please find attached the necessary documents to finalize the funding agreement. We kindly ask you to review and return the signed copies by [Insert Deadline].

Thank you for your continued support. If you have any questions, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Title]
[Your Business Name]