

# Funds Availability Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the availability of funds related to [specific transaction or purpose], which is set to occur on [date]. We are pleased to inform you that the necessary funds have been successfully secured and are available as agreed.

The amount confirmed for this transaction is [insert amount]. Please let us know if you require any further documentation or information regarding this matter.

Thank you for your attention to this matter. We look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]