

Budget Confirmation Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Budget Allocation

Dear [Recipient's Name],

We are pleased to inform you that the budget for [Project/Department Name] has been approved and confirmed for the fiscal year [Year]. The approved budget allocation is [Amount].

This budget will support the following initiatives:

- [Initiative 1]
- [Initiative 2]
- [Initiative 3]

We appreciate your efforts and look forward to your continued commitment to ensuring the successful execution of these projects.

Should you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]