

# Agreed Budget Publication

Date: [Insert Date]

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

Dear [Recipient Name],

We are pleased to inform you that the budget for the fiscal year [Insert Fiscal Year] has been finalized and agreed upon. Following our discussions, we have reached a consensus on the allocation of resources to ensure the successful implementation of our programs and initiatives.

The agreed budget totals [Insert Total Amount], which is divided among the following major categories:

- [Category 1]: [Amount]
- [Category 2]: [Amount]
- [Category 3]: [Amount]

We believe this budget will enable us to achieve our goals effectively. Please find attached the detailed budget document for your reference.

We appreciate your cooperation and support in this matter. Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]