

# Authorized Budget Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Authorized Budget Allocation for [Project Name]

Dear [Recipient Name],

I am writing to formally communicate the authorized budget allocation for the [Project Name]. After thorough review and approval, the total budget for this initiative has been set at [Budget Amount].

The budget breakdown is as follows:

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

Please ensure that all expenditures align with the approved budget and that any necessary documentation is submitted for record-keeping. Should you have any questions or require further clarifications, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]