

Budget Clearance Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]

Dear [Recipient's Name],

We are pleased to inform you that your budget request for the fiscal year [Insert Year] has been reviewed and granted clearance. The allocated amount is [Insert Amount]. Please ensure that all expenditures are in accordance with the approved budget and follow the established financial guidelines.

Should you require any further information or assistance regarding the budget process, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Department/Organization]
[Your Contact Information]