

Budget Sanction Confirmation Letter

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that the budget for the [specific project or program name] has been sanctioned. The total amount approved is [amount] for the fiscal year [year].

Please ensure that the funds are utilized as per the guidelines provided and all expenditures are reported in a timely manner. Remember to adhere to the project timelines and objectives.

Should you have any questions or require further clarification, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your continued cooperation and commitment.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]