

Budget Allocation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

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

This confirmation is part of our commitment to support the goals and objectives outlined in your proposal. Please ensure that the funds are utilized in accordance with the attached guidelines.

If you have any questions or require further clarification, feel free to contact me at [Your Contact Information].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]