

Budget Approval Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the proposed budget for the fiscal year [Insert Year] has been finalized and approved. The total budget amount is [Insert Amount], which will support the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

Please ensure that all expenditures adhere to the approved budget and report any necessary changes or adjustments as they arise.

Thank you for your hard work in preparing this budget. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]