

# Construction Budget Allocation Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the allocation of funds for the construction project titled "[Project Name]." This letter serves as a formal acknowledgment of the budgetary provisions discussed and agreed upon on [Date of Discussion].

Below is the detailed budget allocation:

- Site Preparation: \$[Amount]
- Materials: \$[Amount]
- Labor: \$[Amount]
- Permits and Fees: \$[Amount]
- Contingency: \$[Amount]

Total Budget: \$[Total Amount]

We appreciate your cooperation and look forward to a successful collaboration on this project. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]