

Construction Project Funding Allocation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for funding for the [Project Name] has been approved. After careful review, we have allocated a total amount of [Funding Amount] to support the completion of the project.

This funding will be dedicated to the following phases of the project:

- [Phase 1 Description] - \$[Amount]
- [Phase 2 Description] - \$[Amount]
- [Phase 3 Description] - \$[Amount]

The allocated funds will be disbursed according to the following schedule:

1. [Disbursement Date 1]: \$[Amount]
2. [Disbursement Date 2]: \$[Amount]
3. [Disbursement Date 3]: \$[Amount]

Please confirm your acceptance of this funding by signing and returning the attached acceptance form by [Response Due Date]. Should you have any questions, feel free to contact us at [Contact Information].

We look forward to supporting the successful completion of your project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]