

Grant Financial Allocation Summary

Date: [Insert Date]

To: [Recipient Name]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to provide you with the financial allocation summary for the grant awarded to [Project or Program Name]. Below are the details of the financial distribution:

Grant Allocation Summary

Category	Budgeted Amount	Actual Amount	Notes
Personnel	[\$Amount]	[\$Amount]	[Any relevant notes]
Equipment	[\$Amount]	[\$Amount]	[Any relevant notes]
Supplies	[\$Amount]	[\$Amount]	[Any relevant notes]
Travel	[\$Amount]	[\$Amount]	[Any relevant notes]
Other Expenses	[\$Amount]	[\$Amount]	[Any relevant notes]
Total	[\$Total Budgeted]	[\$Total Actual]	

If you have any questions regarding this summary or require further details, please do not hesitate to contact us.

Thank you for your commitment to [Project or Program Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]