

Contract Budget Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the budget for the grant funding request submitted on [Insert Submission Date]. After careful review, the budget has been approved as follows:

Item Description	Amount
[Item 1]	[Amount 1]
[Item 2]	[Amount 2]
Total	[Total Amount]

Please ensure that all expenditures are in accordance with the outlined budget. If there are any adjustments or unforeseen expenses, prior written approval must be obtained.

Thank you for your commitment to [Organization Name]. We look forward to seeing the great impact of this project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]