

# Contract Budget Confirmation

Date: [Insert Date]

To: [Internal Department Name]

From: [Your Name]

Subject: Confirmation of Contract Budget Allocation

Dear [Department Contact Name],

We are pleased to confirm the budget allocation for the contract [Contract Name/ID] as discussed in our previous meetings. Below are the details of the confirmed budget:

- **Total Budget Amount:** [Insert Amount]
- **Budget Categories:**
  - [Category 1]: [Amount]
  - [Category 2]: [Amount]
  - [Category 3]: [Amount]

This budget confirmation is effective as of [Effective Date]. Please ensure that all expenditures align with the allocated amounts and submit any necessary documentation for approval.

If you have any questions or require further information, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]