

Contract Budget Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Partnership Collaboration Budget

Dear [Recipient Name],

We are pleased to confirm the budget for our upcoming partnership collaboration on [Project Name]. Below are the details of the agreed budget:

Budget Details:

- Total Budget: [Total Amount]
- Funding Source: [Funding Sources]
- Budget Breakdown:
 - [Category 1]: [Amount]
 - [Category 2]: [Amount]
 - [Category 3]: [Amount]

We believe this budget will effectively support the objectives of our partnership and ensure a successful collaboration. Please review the above details and confirm your acceptance at your earliest convenience.

Thank you for your commitment to this partnership. We look forward to working together.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]