

Contract Budget Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to confirm the budget for the contract agreement between [Your Company Name] and [Vendor Name] regarding [Project/Service Description].

The agreed budget is as follows:

- Service/Product: [Description]
- Budget Amount: [Amount]
- Payment Terms: [Payment Terms]
- Duration: [Contract Duration]

Please review and confirm your acceptance of this budget. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]