

Allowable Expenditure Confirmation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the allowable expenditures for [specific project or purpose] as outlined in our prior discussions and in accordance with the agreed-upon budget.

The following expenditures have been verified and approved:

- Item/Service 1: [Description] - Amount: [Amount]
- Item/Service 2: [Description] - Amount: [Amount]
- Item/Service 3: [Description] - Amount: [Amount]

We appreciate your cooperation and support in ensuring that all expenditures align with our financial guidelines.

If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]