Sample Budget Approval Letter

[Your Name]

[Your Title]

[Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Budget Requester's Name]

[Budget Requester's Address]

[City, State, ZIP Code]

Dear [Budget Requester's Name],

Subject: Budget Approval

I am writing to confirm that your budget request for the [Project/Department Name] has been approved. We have reviewed your proposal and are confident in your financial planning and resource allocation.

Please review the attached budget approval details, including allocated funds and expenditure guidelines. Ensure that all expenses are in accordance with our company's financial policies. Should you have any questions or need further assistance, please contact our finance department.

Thank you for your diligence in preparing this budget, and we trust that you will manage the allocated funds responsibly.

Sincerely,

[Your Name]

[Your Title]