Sample Research Grant Disbursement Approval Letter

[Your Name]

[Your Title]

[Research Funding Committee Name]

[Organization/Institution Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Researcher's Name]

[Researcher's Institution Name]

[Researcher's Address]

[City, State, ZIP Code]

Dear [Researcher's Name],

Subject: Research Grant Disbursement Approval

I am pleased to inform you that your request for the disbursement of the research grant for [Project Title] has been approved by the Research Funding Committee. Your dedication to advancing knowledge and research is highly commendable.

Please review the attached research grant disbursement details, including funding amount, disbursement schedule, and any reporting requirements. If you have any questions or need further assistance, please contact our research funding office.

We look forward to the outcomes of your research and its positive impact on your field.

Sincerely,

[Your Name]

[Your Title]