

Budget Approval Email

Subject: Budget Approval for [Department/Project] - [Time Period]

Hello [Recipient Name],

Your budget request for [specific purpose] has been reviewed and approved. The authorized amount of [specific figure] will be available starting [date].

Approved line items include:

[List specific categories and amounts]

Please note that expenditures must adhere to company policies and require proper documentation.

All purchases exceeding [amount] will need secondary authorization from [authority].

Your budget tracking reports should be submitted monthly to [person/department] by the [specific date] of each month.

Thank you for your thorough preparation and justification of these expenses.

Regards,

[Your Name]

[Your Title]

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