

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Disbursement Confirmation

I am writing to confirm the disbursement of funds in the amount of [amount] on [date of disbursement] for [purpose of funds].

The details of the disbursement are as follows:

- Amount: [amount]
- Payment Method: [e.g., wire transfer, check]
- Transaction Reference Number: [reference number]
- Date of Disbursement: [date]

If you have any questions or require further information, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Organization]