

# Annual Budget Proposal for Review

Date: [Insert Date]

To: [Board Members/Insert Board Name]

From: [Your Name/Your Position]

Subject: Annual Budget Proposal for Fiscal Year [Insert Year]

Dear Members of the Board,

I am writing to present the proposed budget for the fiscal year [Insert Year]. The budget has been developed with careful consideration of our objectives, operational needs, and strategic initiatives.

## Overview of Proposed Budget

The attached budget proposal outlines our revenue expectations, projected expenses, and key financial goals. Below are the highlights:

- Total Revenue: \$[Insert Amount]
- Total Expenses: \$[Insert Amount]
- Net Income: \$[Insert Amount]

## Budget Allocation by Department

Department	Allocated Budget
[Department 1]	[\$Amount]
[Department 2]	[\$Amount]

## Conclusion

We believe this budget will facilitate our goals and enhance our operational effectiveness. I look forward to discussing this proposal and welcome your feedback.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Position]