

# Budget Allocation Request

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Request for Budget Allocation for [Project/Department Name]

Dear [Board Member Names],

I hope this message finds you well. I am writing to request the board's consideration for the budget allocation for [specific project or initiative] that is critical to our [department/organization].

In light of [brief explanation of the need for the budget, e.g., increasing demand, new project launch, etc.], we believe that an allocation of [insert amount] will enable us to achieve our goals effectively. The breakdown of the proposed budget is as follows:

- [Line Item 1: Description and Amount]
- [Line Item 2: Description and Amount]
- [Line Item 3: Description and Amount]

This investment will not only address our current needs but also position us for future growth and success. I am confident that with this support, we can achieve [specific objectives or milestones].

Please let me know if there is an opportunity to discuss this further. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]