

# Budget Support Request for Departmental Projects

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Budget Support for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request budget support for our upcoming project, [Project Name], which aims to [briefly describe the project goal]. This initiative is critical for [explain the importance and potential impact of the project on the department or organization].

To successfully implement this project, we require a budget of [amount]. The funds will be allocated towards [briefly outline how the funds will be used, e.g., materials, personnel, equipment]. We believe that this investment will help us achieve [mention expected outcomes or benefits].

Please find attached a detailed budget proposal and project timeline for your review. I would be happy to discuss this request further and answer any questions you might have.

Thank you for considering this request. I appreciate your support and look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]