

Construction Project Budget Approval

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are pleased to submit for your approval the budget for the [Project Name] construction project. The total proposed budget is [Total Amount], which encompasses all necessary expenses including labor, materials, permits, and other associated costs.

Below is a breakdown of the major budget categories:

- Labor: [Amount]
- Materials: [Amount]
- Permits: [Amount]
- Equipment Rental: [Amount]
- Contingency: [Amount]

A detailed budget report is attached for your reference. We believe that with your support and approval, we can successfully proceed with the project and deliver exceptional results.

Thank you for considering our request. We look forward to your prompt approval.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]