

# Subject: Important: Budget Adjustment Notification

Dear Team,

I hope this message finds you well. I am writing to inform you about an important update regarding our department's budget.

After reviewing our current financial standing and project needs, we have decided to make some adjustments to our budget allocation for the upcoming quarter. The aim of these changes is to better align our resources with our strategic goals and ensure the success of our ongoing projects.

## Key Changes:

- Increase in budget for Project A by 15%
- Reduction in budget for Project B by 10%
- No changes to the budget for Project C

We understand that these adjustments may impact your work, and we appreciate your understanding and flexibility as we navigate these changes.

If you have any questions or concerns about the budget adjustments, please do not hesitate to reach out to me directly or address them in our upcoming team meeting.

Thank you for your attention and continued dedication to our goals.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]