

# Subject: Funding Decrease Briefing

Dear [Department Heads],

I hope this message finds you well. I am writing to inform you about an important update regarding our department's funding for the upcoming fiscal year.

As you may be aware, we have encountered some unexpected financial challenges that have necessitated a review of our budget allocations. After careful consideration, it has been decided that there will be a decrease in funding for our department by [specific percentage or amount]. This change will take effect starting [effective date].

The primary reasons for this funding decrease include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We understand the impact this may have on your respective teams and projects. Therefore, we will be holding a briefing session on [date and time] at [location] to discuss this change in detail, address any concerns you may have, and explore strategies to adapt to this new financial landscape.

Your input and collaboration will be crucial in navigating these changes effectively. Please confirm your attendance by [RSVP deadline].

Thank you for your understanding and commitment during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]