

# Fiscal Year Budget Revision

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a revision to the fiscal year budget for [Fiscal Year] due to [brief reason for the revision, e.g., unexpected expenses, changes in funding, etc.].

The details of the proposed adjustments are as follows:

- **Department/Project Name:** [Name]
- **Original Budget:** [Amount]
- **Proposed Revision:** [New Amount]
- **Justification:** [Brief explanation]

We believe that these changes are essential to ensure the continued success of our projects and to align our financial resources with the current operational needs. We are confident that this revised budget will better reflect our strategic goals and priorities.

I would appreciate the opportunity to discuss this proposed revision in detail. Please let me know your availability for a meeting or if you require any additional information.

Thank you for your consideration and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]