

Department of [Your Department]

[Your Name]

[Your Position]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Budget Proposal for [Project/Department Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a budget for [brief description of project or initiative] in the [Your Department]. This initiative aims to [state objectives and benefits].

To successfully implement this project, we estimate a total budget of [Total Amount]. Below is a breakdown of the proposed budget:

- [Item 1]: [Cost]
- [Item 2]: [Cost]
- [Item 3]: [Cost]
- Total: [Total Amount]

We believe that this investment will lead to [expected outcomes or benefits], and we are committed to ensuring transparency and accountability in the use of these funds.

Thank you for considering this proposal. I am looking forward to discussing this in further detail and am happy to provide any additional information you may require.

Sincerely,

[Your Name]

[Your Position]

[Your Department]