

Annual Budget Planning Deadline Notice

Date: [Insert Date]

To: [Department/Team Name]

From: [Your Name/Your Position]

Subject: Annual Budget Planning Deadline Reminder

Dear [Team/Department],

This is a reminder that the deadline for submitting the annual budget plans is approaching. All budget proposals must be submitted by **[Insert Deadline Date]**.

Please ensure that your proposals align with our strategic objectives and are backed by thorough justifications.

If you have any questions or need additional information, do not hesitate to reach out to me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]