

Annual Budget Planning Reminder

Dear [Team/Department Name],

This is a friendly reminder that the annual budget planning process is approaching. Please ensure that all necessary documents and proposals are submitted by **[Submission Deadline]**.

Key dates to remember:

- Budget Review Meeting: **[Review Date]**
- Final Submission Deadline: **[Final Deadline]**

We appreciate your cooperation and look forward to your valuable inputs in creating a successful budget for the upcoming year.

Best regards,

[Your Name]

[Your Position]

[Your Company]