

# Letter of Budget Approval Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to request your approval for the budget allocated to the logistics planning of the [Project Name]. As we aim to ensure the successful execution of this project, it is imperative that we secure the necessary funding to cover logistics management, transportation, warehousing, and other associated costs.

Attached to this letter, you will find a detailed budget proposal outlining all anticipated expenses, as well as a timeline for when these costs will be incurred. We have meticulously planned to ensure that we stay within budget while maximizing efficiency and effectiveness.

We believe that this project will yield significant benefits for our organization and appreciate your support in facilitating the required budget approval. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]