

Budget Allocation Modification Proposal

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Company/Organization: [Company/Organization Name]

Dear [Recipient Name],

I am writing to propose a modification to the current budget allocation for [Project/Department Name]. After carefully reviewing our financial requirements and overall performance, I have identified some areas where adjustment is necessary to better align our resources with our objectives.

Current Budget Overview

Currently, the budget allocated to [specific area] is [current amount]. However, given the recent developments in [explain context], this amount is insufficient for our needs.

Proposed Changes

I propose the following adjustments:

- Increase allocation for [specific area] from [current amount] to [proposed amount].
- Reallocate funds from [source area] to [target area], amounting to [amount].

Justification

The rationale for these changes includes:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

These modifications will enable us to [explain benefits, e.g., improve performance, meet deadlines]. I am confident that, with this revised budget, we can achieve our goals more effectively.

Thank you for considering this proposal. I am looking forward to your feedback and hope to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]