

Budget Realignment Request

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Request for Budget Realignment

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a realignment of the budget allocated to [Insert Project/Department Name]. As we progress through this fiscal year, we have encountered unforeseen circumstances that necessitate adjustments to our budget to ensure the continued success of our initiatives.

Specifically, we would like to request the following adjustments:

- [Insert Specific Element 1]: [Insert Amount]
- [Insert Specific Element 2]: [Insert Amount]
- [Insert Specific Element 3]: [Insert Amount]

These changes are essential to accommodate [brief explanation of the reasons for realignment]. We believe these adjustments will allow us to better execute our goals while maintaining fiscal responsibility.

Thank you for considering this request. I look forward to your positive response. If you have any questions or need further information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]