

Budgetary Revision Appeal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a revision to our budgetary allocations for the [specific project or department] for the fiscal year [insert year]. Due to [reason for appeal, e.g. unexpected expenses, changes in project scope], our current budget is insufficient to meet the operational demands.

We have carefully assessed our financial needs and have identified key areas where additional funding is crucial. Specifically, [briefly outline the specific areas needing additional funds and why].

With this appeal, we respectfully request an increase of [specific amount or percentage] to ensure that we can continue to achieve our objectives without compromising the quality of our deliverables.

Thank you for considering this request. I am more than willing to discuss this matter further and provide any additional information necessary to support our case.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]