

# Financial Resource Adjustment Request

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the financial resources allocated to [Project/Department Name]. Due to [briefly explain the reason for the adjustment, e.g., unforeseen expenses, increased project scope], we find ourselves in need of additional funds to ensure the successful completion of our objectives.

Current Allocation: [Amount]

Requested Adjustment: [Amount]

This adjustment will allow us to [briefly describe how the adjustment will impact the project/department positively]. I have attached a detailed breakdown of the costs and the justification for this request for your review.

Thank you for considering this request. I am looking forward to your positive response. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]