

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a modification to the funding allocation for [Project/Program Name]. After thorough analysis and discussing with my team, we have identified some areas where adjustments could lead to enhanced outcomes.

Specifically, I recommend that we consider reallocating funds from [Original Allocation] to [Proposed Allocation] for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Additionally, this modification aligns with our overall objective of [Objective/Goal]. I believe that with these adjustments, we can significantly improve the impact of our efforts.

I would appreciate the opportunity to discuss this proposal further and explore how we can implement these modifications effectively. Please let me know a convenient time for you to meet.

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

Warm regards,

[Your Name]

[Your Title]

[Your Organization]