

Budget Allocation Proposal

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

Subject: Budget Allocation for Innovation Management System

I am writing to propose the budget allocation for our Innovation Management System for the upcoming fiscal year. As we aim to enhance our innovative capabilities, a well-structured budget is essential to support various initiatives.

Proposed Budget Allocation:

- Research & Development: \$[Amount]
- Training & Development: \$[Amount]
- Technology Infrastructure: \$[Amount]
- Marketing & Outreach: \$[Amount]
- Evaluation & Monitoring: \$[Amount]

The total proposed budget amounts to \$[Total Amount]. This allocation will enable us to drive innovation and achieve our strategic goals effectively.

I appreciate your consideration of this proposal and look forward to discussing it further.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]