

Budget Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request an adjustment to our current budget allocation due to unforeseen operational needs that have arisen since the initial budgeting process.

As we have reviewed our operational expenditures and projected activities for the upcoming quarter, it has become clear that we require additional resources to maintain our service levels and meet our organizational objectives. Specifically, we are seeking an adjustment of [Insert Amount] to cover the following needs:

- [Detail of specific need 1]
- [Detail of specific need 2]
- [Detail of specific need 3]

We believe that this adjustment is necessary to ensure that our team can effectively [explain the impact of the adjustment on operations]. Your support in this matter is crucial for our continued success.

Thank you for considering this request. I am happy to provide any additional information or documentation needed to facilitate this adjustment.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]