

# Department of [Department Name]

[Your Name]

[Your Title]

[Your Contact Information]

[Date]

## To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

## Subject: Budget Request for [Project/Program Name]

Dear [Recipient's Name],

I am writing to formally request funding for [brief description of the project or program], which is essential for our department's operations and goals. We have identified several key areas that require financial support.

The total budget required for this initiative is [mention total amount], which will be allocated as follows:

- [Item 1: description and cost]
- [Item 2: description and cost]
- [Item 3: description and cost]

We believe that this investment will yield significant returns by [mention expected outcomes or benefits]. I have attached a detailed budget proposal 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 need further information or clarification.

Sincerely,

[Your Name]

[Your Title]