

Date: [Insert Date]

To: [Executive Committee Name]

From: [Your Name]

Subject: Request for Endorsement of Financial Plan

Dear Members of the Executive Committee,

I hope this message finds you well. I am writing to seek your endorsement of our proposed financial plan for the upcoming fiscal year. After careful analysis and strategic planning, we believe this plan will effectively address our organization's goals and objectives.

The financial plan outlines our projected revenues, expenditures, and strategies for sustainable growth. We have incorporated feedback from various stakeholders, ensuring it aligns with our vision and mission.

For your reference, I have attached the detailed financial plan document, including an executive summary and key performance indicators. Your approval is crucial for moving forward and ensuring that we achieve our targets.

We appreciate your attention to this matter and look forward to your endorsement. Please do not hesitate to reach out should you have any questions or require further information.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]