

# Budget Justification for Research Funding

Date: [Insert Date]

To: [Funding Agency/Committee Name]

From: [Your Name]

[Your Position/Title]

[Your Institution]

[Your Contact Information]

## Subject: Budget Justification for [Project Title]

Dear [Recipient's Name],

I am writing to provide a budget justification for the [Project Title] under the funding opportunity [Funding Program Name]. Our research aims to [briefly describe the research objectives and significance].

### Budget Breakdown

- **Personnel Costs:** [Justification for salaries, wages, and benefits for researchers and staff]
- **Equipment Costs:** [Justification for any specialized equipment needed]
- **Supplies & Materials:** [Justification for laboratory supplies or materials required]
- **Travel Expenses:** [Justification for travel related to the research]
- **Indirect Costs:** [Explanation of indirect costs related to institution's policy]

The total budget requested is [Total Amount], which will allow us to effectively carry out the proposed research and achieve our objectives. We believe that this project will contribute significantly to [mention potential impact of the research].

Thank you for considering our budget proposal. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution]