

# Approval Letter for Hiring Budget

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Hiring Budget

Dear [Recipient's Name],

I am writing to request your formal approval for the hiring budget related to the [specific position/department]. As discussed in our previous meetings, filling this position is crucial for [briefly explain reason, e.g., enhancing team productivity, meeting project deadlines, etc.].

The proposed budget for this hire is [insert budget amount], which includes [briefly outline what the budget covers, e.g., salary, benefits, training costs]. Our analysis indicates that this investment will lead to [mention expected outcomes, e.g., improved performance, increased revenue].

Given the current needs of our team and the anticipated benefits of hiring this position, I strongly believe that approving this budget is essential for our ongoing success.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]