

# Request for Hiring Budget Support

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Department]  
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request budget support for hiring additional personnel in [Department/Team Name]. As the demand for our services continues to grow, it has become increasingly clear that additional resources are necessary to maintain our productivity and effectiveness.

Specifically, we are seeking approval for a budget allocation of [insert amount] to support the hiring of [position/title(s) desired]. This addition will not only alleviate the workload of our existing team but also enhance our capacity to deliver quality results.

I have attached a detailed proposal outlining the need for this position, the associated costs, and the expected benefits in terms of productivity improvements and overall team performance.

Thank you for considering this request. I am happy to discuss this matter further and provide any additional information you may need.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]