

# Recruitment Budget Endorsement Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

From: [Your Name]

Title: [Your Title]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to formally request your endorsement of the recruitment budget for the upcoming fiscal period. The need to recruit qualified personnel in our department has become paramount due to [brief reason for recruitment, e.g., increased workload, upcoming projects].

After careful consideration and analysis, I have outlined the anticipated costs associated with the recruitment process, including [list key items such as advertising, agency fees, candidate travel expenses, etc.]. The total estimated budget is [insert total amount].

Securing this budget will ensure that we maintain our competitiveness and effectively address our staffing needs. I believe that with your support, we will be able to attract the best candidates that will contribute significantly to our goals.

Thank you for considering this request. I am looking forward to your positive response. Please feel free to reach out if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]