

Request for Recruitment Budget Allocation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the allocation of budget for recruitment efforts in our department for the upcoming fiscal year.

As we continue to expand our operations and improve our service delivery, it is essential to bring in new talent that aligns with our strategic goals. The recruitment budget will be utilized for advertising positions, onboarding new hires, and enhancing our recruitment process to ensure we attract the best candidates.

Based on our current projections, I estimate that a budget allocation of [Insert Amount] will be necessary to achieve our recruitment objectives effectively. This includes costs associated with job postings, recruitment agency fees, and any relevant onboarding expenses.

I believe that investing in our recruitment efforts will not only enhance our team's capabilities but also contribute significantly to the overall success of the organization. I am happy to discuss this further and provide any additional information you may need.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]