

Budget Approval Request

Date: [Insert Date]

To: [Stakeholder Names/Positions]

From: [Your Name/Position]

Subject: Request for Budget Approval

Dear [Stakeholder Names],

I am writing to formally request your approval for the proposed budget for the [Project/Department Name] for the fiscal year [Year]. After thorough analysis and planning, we have identified the necessary resources required to achieve our objectives and ensure the success of our initiatives.

Budget Overview:

- Total Budget Requested: \$[Amount]
- Key Expenses Include:
 - [Expense 1 - Amount]
 - [Expense 2 - Amount]
 - [Expense 3 - Amount]

This budget is critical for [briefly explain the importance of the budget, such as project completion, resource allocation, etc.]. We believe that with your support, we will be able to meet and exceed our targets.

We appreciate your attention to this matter and look forward to your favorable response. Please let me know if you require any further information or clarification.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]