

# Consulting Budget Request

**Date:** [Insert Date]

**To:** [Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a budget allocation for the initiation of the [Project Name] project. This project aims to [briefly describe the objectives of the project]. In order to ensure its successful kickoff, we require funding to cover essential consulting services.

The proposed budget for consulting services includes the following items:

- [Consulting Service 1] - \$[Amount]
- [Consulting Service 2] - \$[Amount]
- [Consulting Service 3] - \$[Amount]
- Total Estimated Budget - \$[Total Amount]

We believe that these consulting services are critical for achieving our project goals and would appreciate your approval of the requested budget at your earliest convenience.

Thank you for your consideration. Please let me know if you need any further information or documentation to support this request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]