

Consulting Budget Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Consulting Budget Summary for Executive Briefing

Overview

Dear [Recipient's Name],

Please find below the summary of the consulting budget prepared for the upcoming projects discussed in our previous meetings.

Budget Summary

Consultant/Service	Estimated Cost
Consultant A	[\$Amount]
Consultant B	[\$Amount]
Total Budget	[\$Total Amount]

Justification

The budget items have been identified based on the strategic objectives of the project, ensuring alignment with our organizational goals.

Next Steps

Please review the above budget summary and let me know if you have any questions or need further details.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]