

Budget Allocation Request

Date: [Insert Date]

To:

[Board Director's Name]

[Board Director's Title]

[Company/Organization Name]

[Company Address]

Dear [Board Director's Name],

I am writing to formally request your assessment and approval for the budget allocation for [project/department/initiative name] for the fiscal year [year]. After a thorough analysis of our current needs and future projections, we believe this allocation is essential for [briefly explain purpose, goals, and benefits].

The proposed budget is as follows:

- [Item 1: Description and Amount]
- [Item 2: Description and Amount]
- [Item 3: Description and Amount]

The total requested budget is [Total Amount]. This allocation will enable us to [describe expected outcomes, improvements, or goals].

I am available to discuss this request in further detail at your earliest convenience. Thank you for considering our proposal. Your support is greatly appreciated.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]