

Budget Endorsement Letter

Date: [Insert Date]

To: [Board Director's Name]

From: [Your Name]

Subject: Budget Endorsement for Review

Dear [Board Director's Name],

I hope this message finds you well. I am writing to formally submit the proposed budget for the upcoming fiscal year for your review and endorsement.

The enclosed budget outlines our projected expenses and revenue streams, as well as our strategic priorities moving forward. We believe this budget aligns with our mission and objectives, and will enable us to effectively allocate resources to key initiatives.

Please find the detailed budget breakdown attached for your consideration. I would appreciate your feedback and endorsement of this budget at your earliest convenience, as this will allow us to move forward with our planning sessions.

Thank you for your attention to this matter. I look forward to your valuable insights.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]