

Budget Request Form

Date: [Insert Date]

To: [Board Director's Name]

From: [Your Name]

Subject: Budget Request for [Project/Department Name]

Dear [Board Director's Name],

I hope this message finds you well. I am writing to formally request funding for [Project/Department Name] for the upcoming fiscal year. After careful consideration and analysis, we have identified several key initiatives that require financial support to achieve our objectives effectively.

Below is a brief overview of the proposed budget:

- Item 1: \$[Amount]
- Item 2: \$[Amount]
- Item 3: \$[Amount]

The total budget requested is \$[Total Amount]. This funding is crucial for [explain the importance of the budget for the project/department and its expected benefits].

I appreciate your consideration of this request. I am happy to discuss this in further detail or answer any questions you may have at your earliest convenience.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]