

# Request for Budget Approval

Date: [Insert Date]

To: [Board Director's Name]

From: [Your Name]

Subject: Request for Budget Approval

Dear [Board Director's Name],

I am writing to formally request your approval for the proposed budget for [Project/Department Name] for the fiscal year [Year]. This budget is essential to ensure that we can achieve our objectives and maintain the quality of our services.

After careful consideration, we have outlined a budget totaling [Amount] which includes [briefly list key items in the budget]. Each item has been critically assessed to align with our strategic goals while ensuring responsible fiscal management.

We believe that with this budget, we can enhance our operational efficiency and deliver greater value to our stakeholders. Attached to this letter, you will find a detailed breakdown of the proposed budget along with justifications for each expenditure.

I kindly ask for your review and approval at your earliest convenience, so we can move forward with our initiatives without delay.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]