

Budget Request for Employee Wellness Projects

Date: [Insert Date]

To: [Board Director's Name]
[Board Director's Title]
[Company Name]
[Company Address]

Dear [Board Director's Name],

I hope this message finds you well. I am writing to formally request funding for our upcoming Employee Wellness Projects aimed at enhancing the well-being of our staff and fostering a more productive work environment.

The proposed initiatives include:

- Monthly wellness workshops focusing on mental health and physical fitness.
- Introduction of a wellness challenge to encourage healthy habits among employees.
- Partnership with local fitness centers for discounted memberships.

Estimated Budget Breakdown:

- Workshops: \$[amount]
- Wellness Challenge Materials: \$[amount]
- Fitness Center Partnerships: \$[amount]

The total budget requested is \$[total amount]. I believe these initiatives will significantly benefit our employees and ultimately enhance their productivity and job satisfaction.

Thank you for considering this request. I look forward to discussing this proposal in more detail.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Your Contact Information]