

Budget Proposal Approval Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Approval of Budget Proposal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your approval for the budget proposal submitted on [Insert Submission Date]. This proposal outlines our planned expenditures for [Purpose of Budget] for the upcoming [Time Period].

As detailed in the attached proposal, the budget totals [Total Amount] and is crucial for [Explain Importance]. I believe that with your endorsement, we can achieve [Expected Outcome].

Please find a summary of the key points from the proposal below:

- Objective: [Objective]
- Total Budget: [Total Amount]
- Key Expenses: [List of Key Expenses]
- Expected Outcomes: [Expected Outcomes]

I kindly request your feedback and approval at your earliest convenience so that we may proceed with this initiative. Thank you for considering this request. Please feel free to reach out if you need any additional information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]