

# Budgetary Approval Petition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally request your approval for the proposed budget for [Project/Department/Initiative Name] for the fiscal year [Insert Year]. This budget is essential for [briefly explain the purpose and importance of the budget].

The total budget requested is [Insert Amount]. Below is a brief breakdown of key allocations:

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

We believe that these funds will enable us to [insert expected outcomes or goals]. I am confident that with your support, we can achieve significant progress in this area.

Thank you for considering this request. I am happy to provide any additional information or clarification you may need.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]