

# Project Budget Sanction Request

**Date:** [Insert Date]

**To:** [Recipient Name]

**Position:** [Recipient Position]

**Organization:** [Recipient Organization]

**Address:** [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the sanctioning of funds for the [Project Name] project, which aims to [briefly describe the purpose and goals of the project].

The total budget required for this project is [insert amount], broken down as follows:

- [Item 1]: [Cost]
- [Item 2]: [Cost]
- [Item 3]: [Cost]
- [Item 4]: [Cost]

This budget will enable us to achieve [mention significant outcomes or impacts]. We believe that the successful implementation of this project aligns with the strategic goals of [Recipient Organization].

We kindly request your approval by [insert deadline if applicable], allowing us to proceed with the necessary steps to kick off the project.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]