

# Budget Outline for Church Renovation Expenses

Date: [Insert Date]

To: [Church Committee/Board Name]

From: [Your Name/Position]

## Introduction

This letter outlines the proposed budget for the upcoming renovation of our church facilities. The aim is to provide a comprehensive overview of the expected expenses and funding sources.

## Renovation Expenses

Item Description	Estimated Cost
Architectural Design	\$5,000
Construction Materials	\$15,000
Labor Costs	\$10,000
Electrical Updates	\$7,000
Interior Design	\$3,000
<b>Total Estimated Cost</b>	<b>\$40,000</b>

## Funding Sources

- Congregational Donations
- Fundraising Events
- Grants

## Conclusion

We kindly ask for your consideration and approval of this budget outline. Your support is critical to the success of our renovation project, and we believe it will greatly enhance our church community.

Sincerely,

[Your Name]

[Your Position]