

# Budget Plan for Senior Citizens Nutritional Support Program

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Address]

## Subject: Proposal for Budget Allocation

Dear [Recipient's Name],

We are writing to request funding for our Senior Citizens Nutritional Support Program aimed at ensuring that our elderly community members receive adequate nutrition. Below is a detailed budget plan outlining the required funds for the program.

### Budget Overview

Item	Description	Estimated Cost
Food Supplies	Weekly delivery of nutritious meals	\$15,000
Transportation	Transportation for meal delivery	\$5,000
Staff Wages	Salary for nutritionists and volunteers	\$10,000
Marketing	Promotional materials and outreach	\$2,000
Miscellaneous	Unexpected expenses	\$3,000
Total Budget		\$35,000

We believe this program is essential for addressing nutritional needs among senior citizens in our community. Your support would enable us to implement this crucial initiative effectively.

Thank you for considering our request. We look forward to the opportunity to discuss this proposal further.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]