

Budget Request for Mobile Clinic Operations

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I am writing to formally request funding allocation for the operational expenses of our mobile clinic program, which aims to provide essential healthcare services to underserved communities.

Our mobile clinic has successfully reached over [insert number] patients in the past year, offering preventive care, vaccinations, and health education. However, to continue our services and expand our reach, we require additional funds to cover:

- Fuel and maintenance for the mobile unit
- Medical supplies and equipment
- Staff salaries and training
- Community outreach and education programs

We estimate that a total budget of [insert amount] will be necessary to sustain and enhance our operations for the coming year.

Your support is vital to help us continue our mission of improving health outcomes for those in need. We would appreciate the opportunity to discuss this request further and explore potential collaboration.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]