

# Company Picnic Budget Estimation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Budget Estimation for Company Picnic

## Overview

As we prepare for our upcoming company picnic, we have estimated the budget required to ensure a successful event. Below is a breakdown of projected costs.

## Estimated Budget Breakdown

- **Venue Rental:** \$[Amount]
- **Food and Beverages:** \$[Amount]
- **Entertainment:** \$[Amount]
- **Decorations:** \$[Amount]
- **Transportation:** \$[Amount]
- **Miscellaneous:** \$[Amount]

## Total Estimated Budget

**Total:** \$[Total Amount]

## Conclusion

We believe this budget covers all necessary aspects to make our company picnic enjoyable for all employees. Please review and provide any feedback or additional suggestions.

Thank you!

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]