

Damaged Asset Appeal

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally appeal for budget allocation regarding the damaged assets under my department, specifically the [describe the asset e.g., machinery, equipment, etc.], which was affected by [describe the cause of damage, e.g., a recent incident, weather conditions, etc.].

The assessment of the damage indicates that the repair cost will approximate [insert estimated cost], which is beyond our current budget capacity. Timely addressing these repairs is critical to ensure our operations continue smoothly and meet our production goals.

I would like to request a review of this situation and consider allocating additional budget to cover these unforeseen expenses. Attached to this letter are the relevant documents, including damage assessments and repair estimates for your reference.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]