

Expenditure Escalation Petition

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally request a review and consideration for the escalation of expenditures associated with [Project/Program Name]. Due to [briefly explain reason for escalation, e.g., unforeseen circumstances, increased costs of materials, etc.], we are experiencing a significant financial impact that requires immediate attention.

As outlined in our previous discussions, the original budget allocation was estimated at [original budget amount]. However, current projections indicate that we will require an additional [amount requested] to proceed without compromising the integrity of the project.

We have taken measures to mitigate these costs by [mention any cost-saving measures taken], but it is evident that further financial support is necessary. A detailed breakdown of the expenditures and justifications is attached for your review.

We genuinely appreciate your understanding and support regarding this matter, and I am hopeful for your prompt response. Please feel free to reach out if you require any further information or clarification regarding the petition.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]