

Project Budget Increase Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an increase in the budget allocated for the [Project Name] due to unforeseen circumstances that have arisen since the project's inception.

As you are aware, our initial budget was based on the original estimates, which were made under certain assumptions. However, [briefly explain reasons for the increase, e.g., rising materials costs, additional stakeholder requirements, etc.]. This has placed additional financial pressure on the project, and without further funding, we risk compromising the quality and overall success of the deliverables.

We have conducted a thorough review of our current expenditures and projected costs, and we estimate that an additional [specific amount] is necessary to meet our objectives while maintaining the standards we strive for.

I am more than willing to discuss this matter at your earliest convenience and provide any additional information you may require. Thank you for considering this request, and I look forward to your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]