

Budget Overview for Church Expansion Project

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Church Name]
[Church Address]
[City, State, Zip]

Dear [Recipient's Name],

We are excited to share with you the budget overview for our upcoming Church Expansion Project. This initiative aims to enhance our facilities and better serve our congregation and community.

Project Cost Estimate

Item	Estimated Cost
Architectural Services	\$15,000
Construction Materials	\$80,000
Labor Costs	\$50,000
Interior Furnishings	\$20,000
Contingency Fund	\$10,000

Total Budget

Total Estimated Cost: \$175,000

Your support is crucial to the success of this project. We kindly ask you to consider contributing to help us achieve our goal. Together, we can create a worship space that benefits all members of our community.

If you have any questions or need further information, please feel free to reach out at [Your Contact Information].

Thank you for your continued support and dedication to our church community.

Sincerely,

[Your Name]
[Your Title]
[Church Name]