

Athletic Budget Allocation Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an allocation of funds for our athletic program for the upcoming fiscal year. As you are aware, our athletic department plays a crucial role in promoting health, teamwork, and school spirit among our students.

Our proposed budget focuses on the following key areas:

- **Equipment Upgrades:** Replacement and enhancement of worn-out gear.
- **Facility Improvements:** Renovations to the gymnasium and playing fields to ensure a safe environment.
- **Coaching Development:** Funding for training programs to improve coaching strategies.
- **Travel Expenses:** Covering costs for transportation to away games.

The total amount requested for this budget proposal is [Insert Amount]. We believe this investment will greatly enhance our athletic programs and provide our students with the resources they need to succeed.

Thank you for considering our request. I look forward to discussing this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]