

Athletic Department Budget Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Department Name]

Address: [Department Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support for the budget allocation for the Athletic Department for the upcoming fiscal year. Our goal is to enhance the overall experience and success of our student-athletes while maintaining a positive impact on the broader university community.

Our main areas of focus include:

- Equipment upgrades for all sports teams
- Increased funding for travel expenses to ensure competitive participation
- Expansion of training and wellness programs for student-athletes

Based on our research and projections, we kindly request a total budget of [Insert Amount]. This investment will significantly contribute to our athletic programs and foster a culture of excellence.

Thank you for considering our request. We are committed to promoting not only athletic prowess but also academic success among our student-athletes. I would welcome the opportunity to discuss this matter further and provide any additional information you may require.

Sincerely,

[Your Name]

[Your Position]

Athletic Department

[Your Contact Information]