

Budget Proposal for [Sports Event Name]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to propose a budget for the upcoming [Sports Event Name] scheduled to take place on [Event Date] at [Event Venue]. This event aims to [briefly describe the purpose of the event].

Event Details

- Event Date: [Event Date]
- Location: [Event Venue]
- Expected Number of Participants: [Number]

Proposed Budget Breakdown

| Item | Estimated Cost |
|-----------------------------|---------------------|
| Venue Rental | [Cost] |
| Equipment Rental | [Cost] |
| Marketing and Promotion | [Cost] |
| Food and Beverages | [Cost] |
| Miscellaneous | [Cost] |
| Total Estimated Cost | [Total Cost] |

We believe that this event will foster community engagement and promote sportsmanship among participants. We kindly request your support in funding this initiative.

Thank you for considering our proposal. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Your Contact Information]