

# Budget Justification for Sports Program

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Budget Justification for [Insert Program Name]

Dear [Recipient Name],

I am writing to provide a detailed justification for the budget allocated to the [Insert Program Name] for the upcoming sports season. Our program aims to enhance the skills of student-athletes and promote physical well-being through various sports activities.

## Budget Overview

The total budget for the sports program is [Insert Total Amount]. Below is a breakdown of the key expenses:

- **Equipment Costs:** \$[Insert Amount] - This covers the purchase of necessary gear for all participating athletes.
- **Facility Rentals:** \$[Insert Amount] - We require access to [Insert Facilities] for practices and games.
- **Transportation:** \$[Insert Amount] - Funds will be used for travel to away games and tournaments.
- **Coaching Fees:** \$[Insert Amount] - Compensation for qualified coaches who will lead our athletes.
- **Marketing and Promotions:** \$[Insert Amount] - To increase awareness and participation in the program.

## Justification for Funding

The funding is essential to ensure the successful execution of our sports program. Each dollar contributes to the development of teamwork, discipline, and sportsmanship among our athletes. Our previous season produced notable improvements in [Insert Achievements/Statistics], demonstrating the impact of adequate resources.

Your support is crucial for continuing to foster our students' interests and abilities in sports. We appreciate your consideration of our budget request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]