

Budget Summary for Sports Team Activities

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

From: [Your Name]

[Your Title]

[Team Name]

[Your Contact Information]

Subject: Budget Summary for Upcoming Sports Activities

Dear [Recipient's Name],

We are pleased to present the budget summary for the upcoming activities of the [Team Name]. Below is a detailed breakdown of projected expenses and anticipated revenues for the season.

Budget Overview

Expenses:

- Equipment: \$[Amount]
- Uniforms: \$[Amount]
- Travel: \$[Amount]
- Facility Rentals: \$[Amount]
- Miscellaneous: \$[Amount]

Total Expenses: \$[Total Amount]

Revenues:

- Fundraising: \$[Amount]
- Sponsorships: \$[Amount]
- Membership Fees: \$[Amount]

Total Revenues: \$[Total Amount]

Net Budget

Net Total: \$[Net Amount]

We appreciate your support and collaboration in the development of our sports program. If you have any questions or require further details, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Team Name]