

Subject: Budget Revision Discussion

Date: [Date]

To: [Consultancy Firm Name]

Attn: [Consultant/Team Name]

Dear [Consultant's Name],

I hope this message finds you well. We would like to discuss the recent developments regarding the budget for our ongoing project, [Project Name]. After reviewing the initial projections and changes in project scope, we believe a revision is necessary to align our resources effectively.

Please let us know your availability for a meeting to discuss the following points:

- Overview of current budget status
- Proposed changes and justifications
- Impact on project timeline and deliverables
- Next steps and required approvals

We appreciate your cooperation and understanding in this matter. Please suggest a suitable time for our discussion.

Thank you for your attention, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]