

Departmental Budget Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

From: [Your Name]

Title: [Your Title]

Department: [Your Department]

Subject: Budget Proposal for [Department Name]

Dear [Recipient's Name],

I am writing to propose a budget allocation for our department's needs for the upcoming fiscal year. In order to effectively meet our goals and improve our services, we kindly request an allocation of [Specify Amount].

Justification of Budget Request

- [Justification 1]
- [Justification 2]
- [Justification 3]

Proposed Budget Breakdown

Item	Cost
[Item 1]	[Cost 1]
[Item 2]	[Cost 2]
[Item 3]	[Cost 3]

We believe that this budget will allow us to [Briefly explain how it will benefit the department]. Thank you for considering our proposal. We are happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]