

Budget Adjustment Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Department]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proposal for Budget Adjustment

Dear [Recipient's Name],

I am writing to propose an adjustment to the current budget for [specific project or department]. After reviewing the expenditures and anticipated needs, I believe that an adjustment is necessary to ensure the continued success of our initiatives.

Current Budget Overview

[Provide a brief overview of the current budget, including key figures and allocations.]

Justification for Adjustment

[Explain the reasons for the budget adjustment, such as unexpected costs, changes in project scope, etc.]

Proposed Adjustments

[Detail the specific adjustments you are proposing, including amounts and categories.]

Expected Outcomes

[Describe the expected outcomes and benefits of the proposed budget adjustments.]

I appreciate your consideration of this proposal and would be happy to discuss it further at your convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]