

# Project Budget Reallocation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reallocation of the project budget for [Project Name] due to unforeseen circumstances that have arisen and additional funding requirements that are necessary to ensure the project's successful completion.

As outlined in our initial proposal, the project budget was established based on projected costs; however, we have faced [briefly explain reason for reallocation, e.g., increased material costs, unexpected project scope changes, etc.]. Our current budget constraints make it increasingly challenging to meet our project goals without additional funding.

We are requesting an additional amount of [Insert Amount] to allocate towards [specify what the additional funding will be used for]. This allocation will ensure that we can maintain the quality and standards initially set forth in our project plan.

Thank you for considering our request. I am happy to discuss this in more detail and provide any further documentation necessary to facilitate this process. We look forward to your positive response and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]