

# Project Budget Reallocation Request

Date: [Insert Date]

To: [Stakeholder's Name]

From: [Your Name]

Subject: Request for Budget Reallocation Due to Stakeholder Changes

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to formally request a reallocation of the project budget due to recent changes in stakeholder requirements that have arisen during the course of our project.

As you know, the original budget was approved based on initial project goals and stakeholder expectations. However, [briefly explain the reason for the changes, e.g., new feature requests, revised timelines, etc.]. To accommodate these necessary adjustments, we have reviewed the current budget allocation and identified areas where we can reallocate funds without compromising other project components.

Specifically, we propose to reallocate:

- [Amount/Percentage] from [Current Budget Line Item] to [New Budget Line Item]
- [Amount/Percentage] from [Current Budget Line Item] to [New Budget Line Item]

This reallocation will enable us to [explain how the reallocation will benefit the project]. We believe these changes are essential for the successful delivery of the project as per the revised stakeholder expectations.

I would appreciate your prompt attention to this request and would be happy to discuss this further at your convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]