

Project Budget Reallocation Request

Date: [Insert Date]

To: [Insert Name]

Title: [Insert Title]

Department: [Insert Department]

From: [Insert Your Name]

Title: [Insert Your Title]

Department: [Insert Your Department]

Subject: Request for Budget Reallocation for Team Restructuring

Dear [Insert Name],

I hope this message finds you well. I am writing to formally request a reallocation of budget concerning our project, [Insert Project Name], due to the recent restructuring of our team.

Given the changes in team roles and responsibilities, it has become necessary to adjust our budget to effectively support our newly aligned objectives. The requested reallocations will ensure that we can adequately address the increased demands on our resources and maintain progress towards our project goals.

Proposed Reallocation Details:

- **Current Budget Allocation:** [Insert Amount]
- **Proposed New Allocation:** [Insert Amount] for [Insert Purpose]

We believe that this adjustment is critical for the success of our project and will facilitate a smoother transition during this period of restructuring.

Thank you for considering this request. I am happy to discuss this in further detail at your earliest convenience.

Best regards,

[Insert Your Name]

[Insert Your Title]

[Insert Your Contact Information]