

# Budget Reallocation Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Email]  
[Your Phone Number]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]

## **Subject: Request for Budget Reallocation due to Timeline Adjustments**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reallocation of the project budget due to unforeseen adjustments in our project timeline for [Project Name].

As we've progressed, certain tasks have taken longer than anticipated, leading to the need for additional resources to meet our revised deadlines. Specifically, we are requesting a reallocation of [Specify Amount] from [Original Budget Line Item] to [New Budget Line Item] to better align with our current project demands.

Attached you will find a detailed breakdown of our revised timeline and budget adjustments for your review. We believe that this reallocation will enable us to maintain the quality and effectiveness of the project while adhering to the new schedule.

Thank you for considering this request. I am available at your convenience for any further discussion and look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]