

Project Budget Reallocation Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a budget reallocation for the [Project Name] due to unexpected expenses that have arisen over the course of the project timeline.

Our team has encountered unforeseen costs related to [briefly explain the unexpected expenses, e.g., material price increases, additional labor costs]. The initial budget allocation was carefully planned; however, these unexpected expenses total [amount].

In order to continue progressing with the project without compromising quality or deadlines, I propose reallocating funds from [original budget category] to cover these unexpected expenses. The amended budget would look as follows:

- [Original Budget Category]: [New Amount]
- [New Category for Expenses]: [Amount]

We anticipate that this reallocation will allow us to successfully complete the project while meeting our targeted outcomes. I appreciate your understanding and consideration of this request.

Thank you for your attention to this matter. I am happy to provide further details or discuss this in a meeting at your earliest convenience.

Best regards,
[Your Name]
[Your Title]
[Your Company/Organization]
[Your Contact Information]