

Project Expenditure Plan

Date: [Insert Date]

To: [Committee Name]

From: [Your Name/Organization]

Subject: Project Expenditure Plan for Evaluation

Project Overview

[Brief description of the project, its objectives, and significance]

Expenditure Breakdown

Item Description	Quantity	Unit Cost	Total Cost
[Item 1]	[Quantity]	[Unit Cost]	[Total Cost]
[Item 2]	[Quantity]	[Unit Cost]	[Total Cost]

Total Project Cost

Total Expenditure: [Total Amount]

Justification for Expenditure

[Explain the necessity and importance of each expenditure item to the project's success]

Conclusion

We believe this expenditure plan is crucial for the successful implementation of the project. We appreciate your evaluation and support.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]