

Department Budget Appeal

Date: [Insert Date]

[Your Name]

[Your Position]

[Department Name]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional funding for our departmental project, [Project Name], which aims to [Briefly explain the purpose of the project].

As outlined in our initial proposal, we anticipated various expenses, including [List key expenses]. However, due to [Explain reason for budget increase, e.g., unexpected costs, increased project scope], we find ourselves in need of additional resources to ensure the project's successful completion.

We believe that with this additional funding, we can achieve significant benefits, including [Highlight specific benefits or outcomes that justify the funding]. We are committed to delivering results and ensuring that the impact of this project aligns with our department's goals and the organization's mission.

Thank you for considering our request. I am happy to discuss this matter further and provide any additional information you may need. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]