

Budget Proposal Request

Date: [Insert Date]

To: [Recipient's Name]

[Department Name]

[Company/Organization Name]

Subject: Budget Proposal for [Project/Department Name]

Dear [Recipient's Name],

I am writing to request funding for [briefly describe the project or departmental initiative], which aims to [explain the purpose and importance of the project]. The successful execution of this initiative will [describe expected outcomes and benefits].

Budget Overview:

We are seeking a total budget of [\$Amount], which will be allocated as follows:

- [Expense Category 1]: [\$Amount]
- [Expense Category 2]: [\$Amount]
- [Expense Category 3]: [\$Amount]

This funding is critical to ensure the successful completion of [project/initiative name], and it will enable us to enhance [specific aspects related to the department or company objectives].

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

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]