

# Budget Change Notification

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Recipient's Organization]

From: [Insert Your Name]  
[Insert Your Title]  
[Insert Your Organization]

Subject: Notification of Budget Change for [Project Name]

Dear [Recipient's Name],

We are writing to formally notify you of a change to the budget for the [Project Name]. Due to [briefly explain reason for budget change], it has become necessary to adjust the budget as follows:

- Original Budget: [Insert Original Budget Amount]
- Revised Budget: [Insert Revised Budget Amount]

This adjustment will allow us to [explain how the change will benefit the project]. We appreciate your understanding and support regarding this matter.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]  
[Insert Your Title]  
[Insert Your Organization]