

# Budgetary Amendment Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

## **Subject: Request for Budgetary Amendment**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a budgetary amendment for the [Project Name], originally approved on [Project Approval Date].

Due to [briefly explain the reason for the amendment, e.g., unforeseen expenses, change in project scope], we are proposing the following adjustments to the budget:

- Original Budget Item: [Item Name] - Original Amount: [Amount] - Proposed Amount: [New Amount]

- Original Budget Item: [Item Name] - Original Amount: [Amount] - Proposed Amount: [New Amount]
- [Continue as necessary]

The total adjusted budget amount will now be [Total Amount]. This amendment will allow us to [describe how the amendment will benefit the project].

We appreciate your consideration of this request. Please let me know if you need any further information or clarification regarding this amendment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]