

Expenditure Revision Request

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

Subject: Request for Expenditure Revision for Project [Project Name]

I am writing to formally request a revision of the expenditure for the [Project Name], specifically regarding the allocated budget for [specific categories, e.g., materials, labor, etc.]. Due to [brief explanation of the reason for the revision, e.g., unforeseen circumstances, changes in project scope], we have found the need to adjust our financial allocation to continue successfully meeting the project objectives.

Below is a detailed breakdown of the proposed expenditure revisions:

- Current Budget: [Current Budget Amount]
- Proposed Budget: [New Budget Amount]
- Category of Revision: [Detailed Explanation]

We believe that these adjustments are crucial for maintaining the project's success and delivering on time. We appreciate your understanding and support in this matter.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]