

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision of funding for our ongoing project titled "[Project Title]." As we progress with the project, we have encountered some unforeseen challenges that necessitate adjustments to our budget.

Specifically, we are requesting additional funding of [amount] to cover [briefly explain why the additional funds are needed]. As a result of these adjustments, we anticipate that the successful completion of the project will be positively impacted, ensuring that we meet our goals and objectives.

Attached to this letter, you will find a revised budget proposal and a detailed explanation of the changes. We believe that this modification will allow us to [mention the expected outcomes or benefits].

Thank you for considering our request. I am happy to discuss this in more detail and answer any questions you may have. Please feel free to contact me directly at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]