

Budget Approval for IT Department Team Building Event

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Budget Approval Request for IT Department Team Building Event

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for the budget allocated for our upcoming IT Department team building event, scheduled for [insert date]. The event aims to enhance teamwork, boost morale, and foster stronger working relationships among team members.

Below is a breakdown of the estimated budget:

- Venue Rental: \$[insert amount]
- Food and Beverages: \$[insert amount]
- Activities and Entertainment: \$[insert amount]
- Transportation: \$[insert amount]
- Miscellaneous: \$[insert amount]

Total Budget: \$[insert total amount]

The event will not only serve as a reward for our team's hard work but also as an opportunity to develop our collaborative skills, which I believe are crucial for our ongoing projects.

I appreciate your consideration of this request and look forward to your approval.

Thank you!

Sincerely,

[Your Name]
[Your Position]
IT Department