

IT Resource Budget Briefing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Resource Budget Proposal for [Year]

Dear [Recipient Name],

I am writing to present the proposed budget for IT resources for the upcoming fiscal year [Year]. This budget reflects our commitment to maintaining and enhancing our IT infrastructure to support organizational goals and to address emerging technology needs.

Overview of Proposed Budget

- **Hardware:** \$[Amount]
- **Software Licenses:** \$[Amount]
- **IT Support Services:** \$[Amount]
- **Training & Development:** \$[Amount]
- **Contingency Fund:** \$[Amount]

Justification

This budget is essential for the following reasons:

1. Upgrade aging hardware to ensure optimal performance.
2. Licenses for critical software to enhance productivity.
3. Continuous training for staff to keep up with technology changes.
4. Reliable IT support to minimize downtime.

I would like to schedule a meeting to discuss this proposal in more detail and answer any questions you may have. Please let me know your availability.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]