

Subject: Inquiry Regarding Decoration Budget Approval

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the decoration budget approval for [specific event or project name]. As we are approaching the timeline for our planning, it is essential to finalize the budget to ensure timely execution of our decoration plans.

Could you please provide an update on when we might expect the approval? This will greatly assist us in moving forward with our arrangements.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]