

Budget Approval Application

Date: [Insert Date]

To: [Appropriate Authority Name]

From: [Your Name]

Department: Procurement Department

Subject: Budget Approval Request for Procurement

Dear [Appropriate Authority Name],

I am writing to formally request the approval of the budget allocated for the procurement of [specific items or services]. This procurement is essential for [brief explanation of the purpose and importance].

The total amount requested is [insert amount], which will cover the costs of [list major expenses]. We believe that this investment will [describe expected benefits].

Attached you will find detailed documentation, including cost estimates and supporting analysis for your review.

I kindly request your prompt attention to this matter to ensure that we proceed without delays.

Thank you for considering this request. I look forward to your approval.

Sincerely,

[Your Name]

[Your Position]

Procurement Department