

# Procurement Budget Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Procurement Budget Request for [Project/Department]

Dear [Manager's Name],

I am writing to formally request approval for the procurement budget related to [briefly describe the project or need]. After thorough analysis and consideration of our requirements, we estimate that the total budget needed is [insert amount].

## Budget Breakdown

- Item 1: [Description] - [Cost]
- Item 2: [Description] - [Cost]
- Item 3: [Description] - [Cost]

The rationale behind this request is [provide a brief justification, such as the benefits, urgency, or expected outcomes of the procurement].

We believe that this investment will [insert potential impact or value]. Your approval of this budget request will enable us to proceed in a timely manner and ensure [mention any deadlines or important timelines].

I appreciate your consideration of this request. Please let me know if you need any further details or documents for review.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]