

# Proposed Procurement Budget for Executive Review

Date: [Insert Date]

To: [Executive's Name]  
[Executive's Title]  
[Company Name]

From: [Your Name]  
[Your Title]  
[Department Name]

## Subject: Proposed Procurement Budget for Fiscal Year [Insert Year]

Dear [Executive's Name],

As part of our annual planning process, I am submitting the proposed procurement budget for the upcoming fiscal year. This budget has been developed to align with our department's goals and the strategic objectives of [Company Name].

### Budget Overview

Total Proposed Budget: \$[Insert Amount]

### Key Procurement Areas

- Category A: \$[Insert Amount]
- Category B: \$[Insert Amount]
- Category C: \$[Insert Amount]

### Justification for Proposed Budget

[Provide a brief explanation of the rationale behind the proposed budget and expected benefits.]

### Next Steps

I look forward to your review and feedback on the proposed budget. I am happy to address any questions you may have regarding this proposal.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Your Contact Information]