

# Subject: Appeal for Increased Interdepartmental Budget Share

[Your Name]

[Your Position]

[Your Department]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an increase in the budget allocation for the [Your Department] for the upcoming fiscal year. As you know, our department plays a crucial role in [briefly describe the role of your department], and recent developments have significantly impacted our operational capacity.

Our current budget is insufficient to meet the growing demands of [highlight specific needs or projects]. An increase would enable us to [describe the benefits of the increased budget]. Additionally, it would allow us to contribute more effectively to the overall goals of our organization.

We have conducted a thorough analysis and believe that an increase of [% or specific amount] would be appropriate to support our ongoing initiatives and ensure optimal performance. I would appreciate the opportunity to discuss this matter further and present our case in detail.

Thank you for considering this appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]