

To: [Recipient's Name]

[Recipient's Title]

[Department Name]

[Company/Organization Name]

Date: [Date]

Dear [Recipient's Name],

I am writing to formally request funding from the [Funding Department Name] for the [Project/Initiative Name] that is critical to achieving our strategic goals within the [Your Department Name]. This initiative aims to [briefly explain the purpose of the project and its importance].

The allocation of [specify amount] is necessary to cover [details on how the funds will be utilized, including specific expenses such as personnel, equipment, and other resources]. Without this funding, [explain the potential consequences of not receiving the budget].

Our department has outlined specific metrics to evaluate the success of this initiative, including [mention key performance indicators or goals that will be achieved]. I am confident that with your support, we can deliver [mention expected outcomes and benefits for the organization].

Thank you for considering this request. I am looking forward to discussing this proposal further and exploring how we can collaborate to ensure the success of this initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Department Name]

[Your Contact Information]