

Proposal for Interdepartmental Budget Redistribution

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Budget Redistribution between Departments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a redistribution of the budget between the [Your Department Name] and [Other Department Name] for the upcoming fiscal period. After a thorough analysis of our current resources and project demands, it has become evident that a reassignment of funds would optimize our operations and enhance overall performance.

Rationale for Redistribution

- Increased demand for resources in [Your Department Name]
- Projected savings in [Other Department Name]'s operational budget
- Alignment with our strategic goals for the upcoming year

Proposed Budget Changes

Department	Current Budget	Proposed Budget	Change
[Your Department Name]	[\$[Current Amount]]	[\$[Proposed Amount]]	+\$[Amount]
[Other Department Name]	[\$[Current Amount]]	[\$[Proposed Amount]]	-\$[Amount]

Conclusion

In conclusion, I believe that this budget redistribution will benefit both departments and the organization as a whole. I look forward to discussing this proposal further and welcome any suggestions or concerns you may have.

Thank you for considering this proposal.

Sincerely,
[Your Name]

[Your Position]

[Your Contact Information]