

Budget Adjustment Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Proposal for Budget Adjustment Due to Financial Crisis

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a budget adjustment in response to the ongoing financial crisis that has significantly impacted our operations.

Background

As you are aware, the current economic situation has led to unforeseen expenditures and reduced income. Our initial budget has become unmanageable, and adjustments are necessary to maintain our financial health.

Proposed Adjustments

- Reduction of [specific department or line item] budget by [amount].
- Reallocation of funds from [source] to support [need].
- Temporary suspension of [program or service] to redirect resources.

Justification

The proposed adjustments will help ensure stability in our operations and allow us to navigate this financial crisis more effectively. By implementing these changes, we can safeguard critical programs and services for our stakeholders.

Conclusion

I appreciate your consideration of this proposal. I believe that with these adjustments, we can position ourselves for recovery and future success. I am open to discussing this matter further at your convenience.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]