

# Project Budget Approval Request

Date: [Insert Date]

To: [Manager's Name]

Department: [Department Name]

From: [Your Name]

Subject: Request for Project Budget Approval

Dear [Manager's Name],

I am writing to formally request approval for the budget allocation for the [Project Name] that our department is planning to undertake. The purpose of this project is to [briefly describe the purpose of the project].

The total projected budget for the project is [Insert Amount]. Below is a breakdown of the major expenses involved:

- Item 1: [Cost]
- Item 2: [Cost]
- Item 3: [Cost]
- Total: [Amount]

We believe that investing in this project will yield significant benefits including [briefly outline the expected benefits].

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]