

Project Budget Approval Request

Date: [Insert Date]

To: [Executive's Name]

From: [Your Name]

Subject: Request for Approval of Project Budget

Dear [Executive's Name],

I am writing to formally request your approval for the budget of the [Project Name] project. After thorough analysis and consideration, we have prepared a detailed budget proposal that aligns with our project goals and strategic objectives.

Project Overview

[Brief description of the project, including objectives and expected outcomes.]

Budget Summary

Item	Cost
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[Item 1]	[Cost 1]
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[Item 2]	[Cost 2]
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[Item 3]	[Cost 3]
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Total Budget Requested: [Total Amount]

We believe that this investment will lead to significant returns and contribute to our overall objectives. I am available to discuss this proposal in further detail and answer any questions you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]