

Project Budget Approval Request

Date: [Insert Date]

To:
Financial Committee
[Organization Name]
[Address]

Dear Members of the Financial Committee,

I am writing to formally request the approval of the budget for the [Project Name], which aims to [Brief Description of Project Purpose]. The total budget required for the successful execution of this project is [Total Budget Amount].

Budget Breakdown:

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

The funds will be allocated to [Brief Description of how funds will be used]. We believe that this project will significantly benefit our organization by [Describe Benefits].

We kindly ask for your support and approval at your earliest convenience so that we may commence with the project timeline as planned. Thank you for considering our request.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]
[Your Organization]