

# Project Budget Approval Request

Date: [Insert Date]

To: [Stakeholder's Name]  
[Stakeholder's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Stakeholder's Name],

I am writing to formally request your approval for the budget allocated to the [Project Name] project, which aims to [Briefly describe project goals]. After careful planning and consideration, we have prepared a budget that outlines all anticipated expenses necessary for the successful execution of this project.

## Budget Overview:

| Category      | Amount                    |
|---------------|---------------------------|
| Staffing      | [\$[Amount]]              |
| Materials     | [\$[Amount]]              |
| Marketing     | [\$[Amount]]              |
| Miscellaneous | [\$[Amount]]              |
| <b>Total</b>  | <b>[\$[Total Amount]]</b> |

We believe that this budget will effectively support [Project Name] in achieving its goals. We are committed to transparency and efficiency in our spending, and a detailed breakdown of each category can be provided upon request.

We kindly ask for your approval by [Approval Deadline] to ensure we remain on schedule. I would appreciate the opportunity to discuss this budget with you in our upcoming meeting scheduled on [Meeting Date].

Thank you for considering this request. Your support is crucial to the success of our project.

Best regards,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Email]  
[Your Phone Number]