

# Department of [Your Department Name]

[Your Name]

[Your Position]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

## **Subject: Justification for Increase in Expenditure for [Project Name]**

Dear [Recipient Name],

I am writing to formally request an increase in the expenditure allotted to [Project Name], which is currently being undertaken by the [Your Department Name]. Due to [brief explanation of the reason for the increase, e.g., unforeseen circumstances, increased project scope, etc.], we find it necessary to adjust our budget to ensure the successful completion of the project.

The original budget allocated for this project was [Original Amount]. However, we are now projecting an additional requirement of [Additional Amount], bringing the total to [New Total Amount]. Below are some key points that justify this increase:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We believe that this additional funding will be instrumental in achieving our project objectives and ensuring a timely completion of the deliverables. We appreciate your understanding and support regarding this matter.

Thank you for considering this request. I am available for any discussions or clarifications you may require.

Sincerely,

[Your Name]

[Your Position]

[Your Department Name]

[Your Contact Information]