

Proposal for Increase in Financial Resources

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to propose an increase in the financial resources allocated to the [Your Department] for the upcoming fiscal year. As we continue to strive for excellence and address the growing demands of our projects, it has become evident that additional funding is necessary to meet our departmental needs.

Justification for the Increase

- Increased Workload:** Over the past year, our department has seen a [percentage]% increase in workload due to [reason].
- New Projects:** We are planning to initiate [number] new projects that require funding for resources, staffing, and materials.
- Technology Upgrade:** Up-to-date technology is essential for efficiency, and we need funds to acquire the latest tools.

Requested Increase

We respectfully request an increase of [amount or percentage]% in our financial resources, which will allow us to effectively address these challenges and continue contributing to the overall success of [Company/Organization Name].

Conclusion

Thank you for considering this proposal. I am looking forward to discussing this matter further and am happy to provide additional details as needed.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]