

John Doe

123 Main Street

City, State, Zip Code

Email: johndoe@email.com

Phone: (123) 456-7890

Date: October 10, 2023

Recipient Name

Recipient Address

City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to extend an offer of assistance with your budget planning for the upcoming year.

As part of our commitment to supporting individuals and organizations in managing their financial resources effectively, we would like to offer you the following budget assistance services:

- Personalized budget planning sessions
- Workshops on financial literacy
- Access to budgeting tools and resources

We believe that with the right support, you can achieve your financial goals and maintain a balanced budget. Our team is ready to collaborate with you to create a feasible and sustainable budget plan.

If you are interested in this opportunity, please contact me at your earliest convenience. I look forward to hearing from you soon.

Best regards,

John Doe

Title

Company Name