

Accounting Department

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are writing to formally request a revision of the Accounting Department's budget for the fiscal year [Insert Year]. Due to [briefly explain reason for revision, e.g., increased operational costs, unexpected expenditures], we believe adjustments are necessary to meet our departmental goals effectively.

Our proposed changes include:

- [Item 1: Description and amount]
- [Item 2: Description and amount]
- [Item 3: Description and amount]

We are confident that these adjustments will allow us to maintain efficient operations and continue meeting our organizational objectives. We appreciate your consideration of this request and look forward to discussing it further.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

Accounting Department

[Your Contact Information]