

# Budget Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Budget Adjustments

Dear [Recipient's Name],

We would like to inform you about the recent adjustments made to the budget allocated for [Project/Department Name]. After a comprehensive review, we have decided to make the following changes:

- Adjustment 1: [Description of the adjustment and its impact]
- Adjustment 2: [Description of the adjustment and its impact]
- Adjustment 3: [Description of the adjustment and its impact]

These changes will take effect from [Effective Date]. We believe that these adjustments will help optimize our resources and achieve our objectives more effectively.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]