

Request for Increased Budget Allocation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an increased allocation for our budget for the upcoming fiscal year. Over the past year, our team has made significant strides in [mention specific achievements or growth areas].

Due to [insert reasons for the request, such as increased demand, project expansions, etc.], we believe that an increased budget is essential for maintaining our momentum and achieving our goals.

We are requesting an increase of [insert specific amount or percentage] to ensure we can [mention specific projects or needs]. I have attached a detailed report outlining our projected expenses and the expected outcomes of this additional funding.

Thank you for considering our request. I look forward to discussing this matter further and am happy to provide any additional information you may need.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Company/Organization Name]

[Contact Information]