

Budget Proposal Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We have completed our evaluation of your recent budget proposal submitted on [Insert Submission Date]. After thorough review and consideration, we would like to provide you with our feedback and evaluations.

Evaluation Summary

- **Project Title:** [Insert Project Title]
- **Total Budget Requested:** [Insert Amount]
- **Alignment with Organizational Goals:** [Insert Evaluation]
- **Feasibility:** [Insert Evaluation]
- **Expected Outcomes:** [Insert Evaluation]

Recommendations

[Insert Specific Recommendations for Improvement]

We appreciate the effort you have invested in preparing this proposal, and we encourage you to consider our feedback as you refine your budget and proposal for future submissions.

If you have any questions or would like to discuss this evaluation further, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]