

# Capital Budget Allocation Request

[Your Name]

[Your Title]

[Your Department]

[Company/Organization Name]

[Date]

Dear [Recipient's Name],

I am writing to request the allocation of capital budget for the upcoming fiscal year to support [Briefly describe the purpose, e.g., "the expansion of our production facilities" or "the purchase of new technology"]. This request aligns with our strategic goals and will significantly contribute to [Explain how it will benefit the organization or project].

## Detailed Budget Request

- **Item or Project:** [Description]
- **Estimated Cost:** [Amount]
- **Justification:** [Explain the necessity of the expenditure]

By approving this budget allocation, we can ensure [Briefly state the expected outcomes or benefits, e.g., "increased efficiency," "cost savings," "higher revenue"]. I believe this investment will prove crucial for [Long-term vision or strategy].

Thank you for considering this request. I am looking forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email] for any questions or further discussions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]