

Budget Approval Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Request for Budget Approval for Resource Allocation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the approval of the budget allocation for [describe the resource or project] necessary for [briefly explain the purpose or goal].

The total budget required for this initiative is [insert amount]. A detailed breakdown of the costs is as follows:

- Item 1: [cost]
- Item 2: [cost]
- Item 3: [cost]

This allocation will enable us to [mention the expected outcomes and benefits]. We believe that this investment will have a significant positive impact on [mention the target group or project outcome].

Thank you for considering this request. I am happy to provide further details if needed and look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]