

# Budget Justification for Social Service Program Increase

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally request an increase in the budget allocation for our [Name of Social Service Program] for the upcoming fiscal year. This request is driven by our commitment to meet the growing needs of the community we serve.

Over the past year, we have observed a significant rise in demand for our services, with [insert statistic or evidence of increased demand]. As a result, our current budget is insufficient to sustain our programs at the level required to effectively support our clients.

The proposed budget increase of [insert amount] will be allocated towards [briefly outline how the funds will be used, e.g., hiring additional staff, expanding program offerings, improving facilities, etc.]. We firmly believe that these enhancements will lead to improved outcomes for our community, including [insert specific benefits or outcomes].

Thank you for considering our request. We are eager to continue our work in supporting [specific population or community] and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]