

Project Budget Amendment Letter

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to request an amendment to the budget for the [Project Name] project, initially detailed in our contract dated [Contract Date]. Due to [reason for amendment, e.g., unforeseen circumstances, additional requirements], we find it necessary to revise the budget allocation for various project components.

Current Budget Overview:

- Original Budget: \$[Original Amount]
- Current Expenditure: \$[Current Expenditure]
- Proposed Amendment: \$[Proposed Amount]

Proposed Changes:

1. [Item 1]: Increase/Decrease of \$[Amount]
2. [Item 2]: Increase/Decrease of \$[Amount]
3. [Item 3]: Increase/Decrease of \$[Amount]

We believe that these adjustments are essential to ensure the successful completion of the project while maintaining quality standards. We would appreciate your consideration of this proposal and are open to discussing it further at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]