

Budget Proposal for University Research Project

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/Department Name]

[University Address]

Dear [Recipient's Name],

I am writing to submit a budget proposal for my research project titled "[Project Title]." This project aims to [briefly state the objectives of the project]. In order to successfully conduct this research, I am seeking funding to cover various expenses associated with the project.

Below is a detailed budget outline:

- **Personnel Costs:** \$[Amount]
- **Equipment and Supplies:** \$[Amount]
- **Travel Expenses:** \$[Amount]
- **Administrative Costs:** \$[Amount]
- **Miscellaneous Costs:** \$[Amount]

The total requested funding for the project is \$[Total Amount].

I believe this research project has the potential to contribute significantly to [state potential impact/benefits of research]. I would be grateful for your consideration of my proposal and look forward to any possible support from [University/Department Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your University]

[Your Contact Information]