

December 1, 2023

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Request for Additional Funding for Construction Project

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional funding for our ongoing construction project, [Project Name], located at [Project Location]. Due to unforeseen circumstances including [briefly state reasons, e.g., increased material costs, unexpected site conditions], we have encountered significant budget constraints that necessitate additional financial support.

Our initial budget of [original budget amount] has been impacted by [explain specific challenges or overruns]. To continue the project without compromising quality and timeline, we seek an additional [amount requested] to address these issues effectively.

We greatly appreciate your consideration of our request, and we are committed to ensuring the successful completion of this project. Please find attached the detailed budget breakdown and project timeline for your review.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]