

# Construction Project Budget Increase Notification

Date: [Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of an increase in the budget for the [Project Name] construction project, originally approved on [Original Approval Date].

Due to [briefly explain reasons for the budget increase, e.g., unforeseen circumstances, material cost changes, etc.], the total project budget has been revised. The new budget amount is [New Budget Amount]. This adjustment is necessary to ensure the successful completion of the project within expected quality standards and timelines.

We appreciate your understanding and support in this matter. Should you have any questions or require further details, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]