

Request for Budget Revision

To: [Grant Administrator's Name]

[Granting Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Grant Administrator's Name],

I hope this message finds you well. I am writing to formally request a revision to the budget for our educational grant titled "[Grant Title]" awarded on [Grant Award Date]. Due to [briefly explain reason for revision, e.g., unexpected expenses, changes in project scope], we find it necessary to adjust our budget allocation.

Current Budget Overview

- **Original Budget Amount:** \$[Amount]
- **Allocated Categories:**
 - [Category 1]: \$[Amount]
 - [Category 2]: \$[Amount]
 - [Category 3]: \$[Amount]

Proposed Budget Changes

- **Revised Budget Amount:** \$[New Amount]
- **Revised Allocation:**
 - [Category 1]: \$[Revised Amount]
 - [Category 2]: \$[Revised Amount]
 - [Category 3]: \$[Revised Amount]

We believe that these adjustments are necessary to ensure the successful completion of our project and to maintain the quality of the education we aim to provide. We aim to remain within the objectives outlined in our initial proposal and comply with the funding requirements.

Thank you for considering our request. I am available to discuss this matter further and provide any additional information you may require. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Institution's Address]

[City, State, Zip Code]