

Board Approval Request for Budget Allocation

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Request for Approval of Budget Allocation

Dear [Board Member Names],

I hope this message finds you well. I am writing to formally request the board's approval for the allocation of budget funds for [specific project or department] for the fiscal year [insert year].

The proposed budget of [insert amount] will be utilized for [briefly explain purpose and benefits of allocation]. This investment is crucial for [briefly describe potential outcomes or impacts].

Attached to this letter, you will find a detailed budget proposal outlining the anticipated expenses and projected outcomes. I believe this allocation will significantly contribute to [explain how it aligns with organizational goals].

I kindly ask you to review the attached proposal and provide your approval at your earliest convenience. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]