

# Formal Budget Proposal

Date: [Insert Date]

To: [Board Member Name]  
[Board Member Title]  
[Organization Name]  
[Organization Address]

Dear [Board Member Name],

I am writing to formally submit our proposed budget for the upcoming fiscal year for your review. After careful analysis and discussions with our team, we have identified key areas where investment is crucial for our growth and efficiency.

The total proposed budget amounts to [Insert Total Amount]. This budget allocation aims to enhance our [specific objectives or projects], including:

- [Budget Item 1]: [Amount] - [Brief Description]
- [Budget Item 2]: [Amount] - [Brief Description]
- [Budget Item 3]: [Amount] - [Brief Description]

We believe that this strategic allocation will not only help us achieve our goals but also improve our overall performance. I recommend scheduling a meeting to discuss this proposal further and address any questions that board members may have.

Thank you for considering our budget proposal. I look forward to your feedback.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]