

Project Budget Submission for Board Consideration

Date: [Insert Date]

To: [Board Member Names or Board of Directors]

From: [Your Name]

Subject: Submission of Project Budget for [Project Name]

Dear [Board Member Names or Board of Directors],

I hope this message finds you well. I am writing to submit the proposed budget for the [Project Name] for your consideration. This project aims to [brief description of the project objectives].

Outlined below are the key budget components:

- **Personnel Costs:** \$[amount]
- **Materials and Supplies:** \$[amount]
- **Equipment:** \$[amount]
- **Travel Expenses:** \$[amount]
- **Other Expenses:** \$[amount]

The total proposed budget for the project is \$[Total Amount]. A detailed budget breakdown is attached for your review.

We believe that this investment is crucial for the successful completion of the [Project Name], and we look forward to discussing it further during the upcoming board meeting.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]