

Budget Proposal for Board Resource Allocation

Date: [Insert Date]

To: [Board Members/Specific Board Member Name]

From: [Your Name]

Subject: Budget Proposal for Resource Allocation for [Project/Department Name]

Dear [Board Members/Specific Board Member Name],

I am writing to propose a budget allocation for [specific project or department], which aims to [briefly state the objective of the project]. The effective implementation of this initiative is crucial for [provide context about the impact or necessity of the project].

Based on our analysis and anticipated outcomes, we are requesting a total budget of [insert amount]. This budget will be primarily allocated towards the following:

- [Expense Category 1]: [Amount]
- [Expense Category 2]: [Amount]
- [Expense Category 3]: [Amount]

The expected outcome of this allocation will lead to [describe the benefits or improvements expected]. We believe this is a strategic investment that aligns with our organizational goals and enhances our capability to serve [stakeholders/clients].

I would appreciate the opportunity to discuss this proposal in further detail at your earliest convenience. Thank you for considering this important request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]