

Resource Allocation Request

Date: [Insert Date]

To: [Board Member/Chairperson Name]

From: [Your Name]

Subject: Resource Allocation Request for Board Review

Dear [Board Member/Chairperson Name],

I hope this message finds you well. I am writing to formally request the allocation of resources for [specific project/initiative name], which aims to [briefly describe purpose and importance of the project].

The proposed budget for this initiative is [insert budget amount], which will cover [briefly list what the budget will cover]. I believe that with the support of the board, we can effectively achieve our objectives and drive [mention expected outcomes or benefits of the project].

Attached to this letter is a detailed proposal that outlines the project scope, timeline, and expected results. I would greatly appreciate your review and approval of this resource allocation.

Thank you for considering this request. I am looking forward to your feedback and am happy to discuss this in further detail at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]