

[Your Name]  
[Your Title]  
[Your Department]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Department]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Budget Approval

I am writing to formally request the approval for the budget allocated for [specific project or initiative] for the fiscal year [year]. After careful evaluation and planning, the estimated budget required is [amount].

The purpose of this budget is to [briefly describe the purpose and importance of the project]. It is anticipated that this initiative will [mention expected outcomes or benefits].

A detailed breakdown of the budget is as follows:

- [Item 1]: [Cost]
- [Item 2]: [Cost]
- [Item 3]: [Cost]
- [Total]: [Total Amount]

I strongly believe that the approval of this budget will significantly contribute to our organization's goals and objectives. I am available for a meeting to discuss this proposal further and address any questions or concerns you may have.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Department]  
[Your Organization]