

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a budget for an upcoming BBQ party scheduled for [date] at [location]. This event aims to [briefly state the goal, e.g., strengthen team bonds, celebrate a recent achievement, etc.].

****Budget Overview:****

- Venue Rental: \$[amount]
- Food (BBQ, sides, drinks): \$[amount]
- Decorations: \$[amount]
- Entertainment (music, games): \$[amount]
- Miscellaneous (plates, utensils, etc.): \$[amount]

****Total Proposed Budget: \$[total amount]****

I believe this BBQ party will foster camaraderie and enhance our community spirit. I appreciate your consideration of this proposal and look forward to your approval.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]