

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Budget Request for [Project Name]

I hope this letter finds you well. I am writing to formally request budget approval for the [Project Name] that is scheduled to commence on [start date]. This project aims to [briefly explain the purpose and importance of the project].

As detailed in the attached budget proposal, the estimated total cost for the project is [total amount]. This budget covers [outline key expenses such as materials, labor, and any other relevant costs]. We believe this investment will yield significant benefits, including [list expected outcomes or returns on investment].

We respectfully request your review and approval of this budget at your earliest convenience, as timely funding is crucial for the project's success. Please feel free to reach out if you need any additional information or clarifications.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Attachment: Budget Proposal]