

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

Dear [Recipient Name],

Subject: Budget Request for [Specific Purpose or Project]

I hope this letter finds you well. I am writing to formally request a budget allocation for [specific purpose or project] for the upcoming [fiscal year/quarter]. This initiative aims to [briefly explain the purpose and benefits of the project].

Based on our analysis, we estimate that the total cost of the project will be [total amount]. The budget breakdown is as follows:

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

We believe that this investment will [describe the expected outcomes or enhancements]. This funding is essential to ensure the successful implementation and sustainability of the project.

I appreciate your consideration of this request and would be happy to discuss it in further detail at your earliest convenience. Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Department/Organization]