

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

Dear [Recipient's Name],

Subject: Annual Budget Request for [Fiscal Year]

I am writing to formally request the allocation of funds for the upcoming fiscal year, specifically for [briefly state the purpose or project].

In the previous year, [mention any relevant achievements or outcomes from past budget allocations]. This year, we aim to [outline goals or projects for the upcoming year]. We believe that with adequate funding, we can achieve [specify expected outcomes or benefits].

The proposed budget for [specific project or department] is [insert amount]. The breakdown of this budget is as follows:

- [Line item 1: description and amount]
- [Line item 2: description and amount]
- [Line item 3: description and amount]

I appreciate your consideration of this request and am happy to provide any further information or clarification needed. Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Department]