

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

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

Dear [Recipient's Name],

Subject: Budget Proposal Submission

I am pleased to submit a budget proposal for [Project/Program Name] for the period of [Start Date] to [End Date]. The purpose of this project is to [briefly explain the purpose and objectives of the project].

**\*\*Proposed Budget Overview:\*\***

1. **\*\*Total Requested Amount:\*\*** \$[Total Amount]

2. **\*\*Budget Categories:\*\***

- Personnel: \$[Amount]
- Materials and Supplies: \$[Amount]
- Services: \$[Amount]
- Travel: \$[Amount]
- Other: \$[Specify Any Other Costs]

A detailed budget breakdown is attached for your review.

**\*\*Justification:\*\***

This funding will support [explain how the funds will be used and the expected outcomes of the project].

Thank you for considering this proposal. I am looking forward to your favorable response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Organization's Website] (if applicable)  
[Attachments: Detailed Budget Breakdown]