

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request budget approval for [specific project or initiative], which aims to [briefly explain the purpose and importance of the project].

The estimated budget for this project is [insert budget amount], which covers [provide a breakdown of costs, e.g., materials, labor, etc.]. The anticipated benefits include [list the expected benefits or return on investment].

I believe that with your support, we can successfully implement this project and achieve [mention any goals or objectives]. I am happy to provide any additional information or clarification needed regarding the budget proposal.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]