

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

Dear [Stakeholder's Name],

Subject: Request for Budget Revision

I hope this message finds you well.

I am writing to formally request a revision to the current budget for [Project/Program Name]. After a thorough review and consideration of recent developments, we believe that adjustments are necessary to ensure the successful continuation and completion of the project.

[Briefly outline the reasons for the budget revision, such as unexpected costs, changes in project scope, or new opportunities that have arisen.]

We propose the following adjustments to the budget:

1. [Detail specific items/areas with requested changes and the proposed amounts.]
2. [Detail any new expenses that have emerged and their justifications.]
3. [Mention any savings or reallocations that could balance the changes.]

We believe that these revisions are essential for [explain the benefits of the revision, e.g., meeting project deadlines, improving outcomes, or ensuring stakeholder satisfaction].

I would appreciate the opportunity to discuss this proposal with you further. Please let me know a convenient time for us to meet or if you require any additional information.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]