

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

Dear [Recipient Name],

Subject: Proposal for Budget Increase

I hope this message finds you well. I am writing to formally propose an increase in our budget for the upcoming fiscal year.

As you know, [briefly explain the current situation and necessity for the budget increase, including any relevant statistics or data]. Given these factors, I believe an increase in our budget is essential to [explain the anticipated outcomes or benefits of the budget increase].

I propose an increase of [specific amount or percentage] to allocate for [specific projects, personnel, resources, etc.]. This increase will enable us to [describe the goals that will be achieved with the enhanced budget].

I welcome the opportunity to discuss this proposal further and answer any questions you may have. Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]