

[Your Name]
[Your Position]
[Your Department]
[Your Company/Organization]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Company/Organization]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your approval for the budget allocation for [specific project or initiative] that we plan to undertake in [specify time frame].

The purpose of this project is to [briefly explain the objectives and importance of the project]. Based on our preliminary analysis, the estimated budget required for the successful implementation of this project is [insert budget amount].

The breakdown of the proposed budget is as follows:

- [Line Item 1: Description and Amount]
- [Line Item 2: Description and Amount]
- [Line Item 3: Description and Amount]
- [Additional items as necessary]

I believe that this investment will lead to [briefly mention anticipated outcomes or benefits].

I appreciate your consideration of this request and look forward to your favorable response. Please let me know if you require any further information or if we can discuss this matter in person.

Thank you for your time and support.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]