

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 inquire about the budget details for [specific project or program] for the upcoming [specify time period, e.g., fiscal year, quarter, etc.].

Our organization aims to [briefly explain the purpose related to the budget inquiry], and understanding the associated budget would greatly assist us in our planning and decision-making processes.

Could you please provide information regarding [specific details you would like to know, e.g., allocated funds, expenses, any limitations]?

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Contact Information]