

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

Dear [Recipient Name],

I am writing to formally request a budget allocation for [specific purpose or project] for the fiscal year [year]. This initiative is critical for [briefly explain the importance of the project and its alignment with organizational goals].

To provide a comprehensive overview, I have included a breakdown of the estimated costs associated with this project:

1. [Item/Service 1] - \$[amount]
2. [Item/Service 2] - \$[amount]
3. [Item/Service 3] - \$[amount]
4. [Additional items/services if applicable]

The total requested budget is \$[total amount]. This funding will enable us to [briefly describe the expected outcomes and benefits of the project].

I am confident that with your support, we can achieve significant progress in [mention any relevant goals or targets]. I appreciate your consideration of this request and look forward to discussing it further. Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]