

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Budget Proposal for [Event Name]

I hope this letter finds you well. I am writing to propose a budget for the upcoming [Event Name] scheduled for [Event Date]. The event aims to [briefly describe the purpose of the event, e.g., raise funds, celebrate a milestone, etc.].

****Event Details:****

- ****Date:**** [Event Date]
- ****Location:**** [Event Venue]
- ****Expected Attendance:**** [Number of Attendees]

****Proposed Budget Overview:****

Item Description	Estimated Cost
Venue Rental	\${Amount}
Catering	\${Amount}
Decorations	\${Amount}
Audio/Visual Equipment	\${Amount}
Marketing/Promotion	\${Amount}
Miscellaneous Expenses	\${Amount}
Total Estimated Cost	**\${Total}**

I believe that with your support, we can make this event a memorable success. I look forward to discussing this proposal further and am open to any suggestions or adjustments you may have.

Thank you for considering this budget proposal.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]