

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Justification for Budget Allocation

I am writing to present the justification for the budget allocation concerning [specific project or program name] for the fiscal year [year].

1. ****Overview of the Project/Program****

Brief description of the project, its goals, and its significance to the organization.

2. ****Budget Overview****

Breakdown of the proposed budget, including total amount requested and itemized costs.

3. ****Rationale for Allocation****

Explanation of the necessity of funding, including anticipated outcomes, impact, and return on investment.

4. ****Alignment with Organizational Goals****

Discussion on how the budget supports the broader objectives of the organization and addresses key strategic initiatives.

5. ****Conclusion****

Summarization of the key points and a call to action for approval of the budget allocation.

Thank you for considering this justification. I am confident that this allocation will significantly contribute to our goals and enhance the value we provide. I am happy to provide further information or answer any questions you may have.

Sincerely,

[Your Name]
[Your Position]