

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

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

Dear [Recipient's Name],

Subject: Budget Proposal for [Project/Initiative Name]

I hope this message finds you well. I am writing to formally submit a budget proposal for [briefly describe the purpose of the budget proposal, e.g., "the upcoming community development project"].

Overview:

- Brief description of the project/initiative
- Importance and expected outcomes

Budget Breakdown:

1. [Category 1] - \$[amount]
- Description of expenses

2. [Category 2] - \$[amount]
- Description of expenses

3. [Category 3] - \$[amount]
- Description of expenses

Total Budget Request: \$[total amount]

We believe that with the support of [Recipient's Organization], we can make a significant impact in [describe the target area or community]. We are looking forward to your positive consideration of our proposal.

Thank you for considering our request. Please feel free to contact me at [contact information] if you have any questions or need further details.

Sincerely,

[Your Name]
[Your Position]