

[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: Budget Justification for [Project Name/Program]

I am writing to provide a detailed justification for the proposed budget associated with [specific project or initiative]. Our request is in alignment with [mention any policies or guidelines].

****1. Overview of the Project****

[Briefly describe the project and its objectives.]

****2. Budget Summary****

Total Requested Amount: \$[Amount]

[Break down of the budget categories and amounts]

****3. Justification of Expenses****

- ****Personnel****: [Explain the necessity of personnel costs and their role in the project.]

- ****Supplies****: [Detail the required supplies and their relevance to the project.]

- ****Travel****: [Justify any travel expenses and their necessity.]

- ****Other****: [Any additional expenses must be justified accordingly.]

****4. Expected Outcomes****

[List the anticipated outcomes and benefits of the project.]

Thank you for considering our budget request. We believe that this project will significantly contribute to [mention the larger objectives or community benefits]. Should you require any further information or clarification, please feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Organization]