

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

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

Dear [Recipient Name],

Subject: Budget Justification for [Project/Program Name]

I am writing to provide a detailed budget justification for the [Project/Program Name] that we propose to undertake at [Your Organization]. The purpose of this project is to [briefly describe the project/program and its objectives].

Below is a breakdown of the proposed budget:

1. ****Personnel Costs****
 - [Position Title/Name]: [Hours/Percentage of time] at [Rate] = [Total Cost]
 - [Position Title/Name]: [Hours/Percentage of time] at [Rate] = [Total Cost]
2. ****Fringe Benefits****
 - Total fringe benefits calculated at [Percentage]% of personnel costs = [Total Cost]
3. ****Supplies and Materials****
 - [Description of supplies]: [Quantity] at [Unit Cost] = [Total Cost]
 - [Description of materials]: [Quantity] at [Unit Cost] = [Total Cost]
4. ****Travel Costs****
 - [Location/Reason for travel]: [Number of trips] at [Cost per trip] = [Total Cost]
5. ****Contractual Services****
 - [Service Description]: [Contractor/Service provider] = [Total Cost]
6. ****Other Direct Costs****
 - [Description]: [Cost]
7. ****Indirect Costs****
 - Calculated at [Rate]% of [Base] = [Total Cost]

The total budget for the [Project/Program Name] amounts to [Total Budget Amount]. Each item has been carefully considered and justified based on the needs of the project, ensuring that funds will be allocated efficiently and effectively to achieve the intended outcomes.

We believe that this project will significantly contribute to [briefly describe the overall impact of the project]. We appreciate your consideration of our budget request, and we are happy to provide any additional information or clarification as needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]