

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[VP's Name]
Vice President of Finance
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [VP's Name],

I hope this message finds you well. I am writing to discuss the current budget allocations and to address some concerns regarding the financial planning for the upcoming fiscal year.

[Body of the letter - Discuss specific budget concerns, suggestions, or questions. Provide relevant data or examples to support your points.]

I believe that with careful consideration and collaborative planning, we can enhance our financial strategy to better meet our organizational goals. I would appreciate the opportunity to discuss this matter further. Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]