

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Company Name]

Dear [Recipient Name],

Subject: Budget Approval Request

I hope this message finds you well. I am writing to formally request approval for the budget allocation necessary for [briefly describe the project or purpose of the request].

The proposed budget amounts to [dollar amount] and will cover the following key areas:

1. [Expense 1: Description and amount]
2. [Expense 2: Description and amount]
3. [Expense 3: Description and amount]

This project aims to [briefly describe the goals and expected outcomes].

The anticipated benefits include [list key benefits].

I have attached a detailed budget breakdown along with supporting documents for your review. I appreciate your consideration and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Contact Information]