

[Your Name]

[Your Position]

[Your Company]

[Date]

[Team Name]

[Team Members' Names]

Subject: Team Budgeting for [Project/Period]

Dear Team,

I hope this message finds you well. As we approach the budgeting phase for [specific project/period], I'd like to outline our goals and the process we'll follow to ensure we effectively allocate resources.

1. ****Budget Overview****

- Total available budget: [\$Amount]
- Key categories to budget for: [Category 1, Category 2, etc.]

2. ****Submission Guidelines****

- Each team member is requested to provide their budget estimates by [Deadline].

- Please include the following for each expense:

- a. Description
- b. Estimated cost
- c. Justification

3. ****Meetings****

- We will hold a budgeting meeting on [Date & Time] to discuss the submissions and make necessary adjustments.

4. ****Finalization****

- The final budget will be presented to [Stakeholder/Management] for approval by [Submission Date].

Thank you for your cooperation and commitment to making this budgeting process a success.

Best regards,

[Your Name]

[Your Contact Information]