

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
Virginia Department of Transportation
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Budget Proposal for [Project Name/Initiative]
I am writing to submit a budget proposal for [specific project or initiative] that aims to [brief description of the project's purpose]. This initiative is crucial for [explain the importance and potential impact of the project].
Project Overview:
- **Objective:** [State the main objectives of the project]
- **Timeline:** [Include the proposed timeline for the project]
- **Benefits:** [List the benefits/impact of the project on the community/transportation system]
Budget Estimate:
- **Total Amount Requested:** \$[amount]
- **Breakdown of Costs:**
 - [Line item 1: Description and cost]
 - [Line item 2: Description and cost]
 - [Line item 3: Description and cost]
 - [Additional line items as necessary]
Conclusion:
We believe that the successful implementation of [Project Name] will significantly enhance [specific outcome]. We kindly request your consideration of our proposal and support for funding. Thank you for taking the time to review our budget proposal. I look forward to the opportunity to discuss this further.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Organization]