

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek your approval for the proposed budget for [specific project/department] for the upcoming fiscal year.

The total budget requested is [amount], which will be allocated towards [briefly outline key areas of expenditure, e.g., personnel costs, equipment, materials, etc.]. This budget is essential to ensure that we achieve our objectives, including [list key objectives or expected outcomes].

I have attached a detailed budget breakdown and supporting documentation for your review. I believe that with this investment, we will [explain potential benefits or returns on the investment].

I would appreciate it if we could discuss this proposal further at your earliest convenience. Thank you for considering this request.

Best regards,

[Your Name]  
[Your Job Title]