

# Comprehensive Budget Request

Subject: Annual Budget Requisition - [Department Name]

Dear [Finance Manager/Budget Committee],

I am presenting our department's requisition for the upcoming fiscal year budget allocation, based on careful analysis of operational needs and strategic objectives.

## EXECUTIVE SUMMARY:

Our department requests [total amount] for the [year] fiscal period, representing a [percentage] change from the previous year.

## DETAILED BREAKDOWN:

1. Personnel Costs: [amount] - [justification]
2. Equipment and Technology: [amount] - [justification]
3. Supplies and Materials: [amount] - [justification]
4. Training and Development: [amount] - [justification]
5. Operational Expenses: [amount] - [justification]

## STRATEGIC ALIGNMENT:

This budget supports company objectives through [specific examples]. Expected ROI includes [measurable outcomes].

## RISK MITIGATION:

Insufficient funding would impact [specific areas] and could result in [consequences].

I welcome the opportunity to present this proposal in detail and answer any questions.

Respectfully submitted,

[Your Name]

[Department Head]

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