

Budget Adjustment Authorization Letter

[Your Name]
[Your Position]
[Your Department/Organization]
[Address Line 1]
[Address Line 2]

Date: [MM/DD/YYYY]

To,
[Recipient's Name],
[Recipient's Position],
[Recipient's Department/Organization],
[Recipient's Address Line 1],
[Recipient's Address Line 2]

Subject: Authorization for Budget Adjustment

Dear [Recipient's Name],

I am writing to formally authorize an adjustment to the [Project/Department] budget for the fiscal period of [Specify Period]. This adjustment is necessary due to [briefly state the reason for adjustment, e.g., unforeseen expenses, project scope changes].

The revised budget details are as follows:

Original Budget Amount: \$[Amount]

Adjusted Budget Amount: \$[New Amount]

Reason for Adjustment: [State Reason]

Please update the financial records accordingly and proceed with the changes as authorized.

Should you have any questions or require further documentation, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Contact Information]

- Ensure all justifications for adjustments are clearly documented.
- Obtain required approvals before proceeding.
- Maintain copies of all authorization letters for audit purposes.
- Cross-check adjusted amounts with relevant budget holders.