

# Annual Budget Approval Cover Letter

Date: June 15, 2024

To:  
Finance Committee  
Board of Directors  
[Organization Name]  
[Organization Address]

Subject: Approval Request for Fiscal Year 2024–2025 Annual Budget

Dear Members of the Finance Committee,

On behalf of the management team, I am pleased to submit the proposed annual budget for the upcoming fiscal year 2024–2025 for your review and approval. This budget has been developed with careful consideration of our strategic priorities, projected revenues, and necessary expenditures required to fulfill our mission and organizational objectives.

The budget reflects input from department heads and incorporates adjustments for anticipated changes in operations, resource requirements, and compliance with applicable regulations. We believe that this proposed budget positions our organization for continued growth while maintaining financial responsibility.

Please find the detailed budget document attached for your comprehensive evaluation. Your approval is kindly requested so that we may proceed with the planned programs and activities for the new fiscal year.

Should you require further clarification or wish to discuss any aspect of the budget, please feel free to contact me at your earliest convenience. We appreciate your attention and support.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]

## Important Notes:

- This document serves as a formal request for annual budget approval by the appropriate governing body.
- All supporting budget details and breakdowns should be attached to this cover letter.
- Customize the letter to reflect organizational structure and fiscal year dates.
- Maintain an official and professional tone throughout the document.
- Include contact information for further inquiries or discussion.