

June 15, 2024

Jessica Adams  
Director, Finance Department  
XYZ Corporation  
123 Business Road  
Cityville, ST 12345

**Subject: Budget Request for Q3 Marketing Campaign**

Dear Ms. Adams,

I am writing to formally request the approval of additional funds for the upcoming Q3 Marketing Campaign. As outlined in our annual plan, this campaign is essential to achieving our sales targets and expanding our market reach in the coming quarter.

After careful evaluation of projected expenses, I am requesting a total budget allocation of \$55,000. This amount will cover advertising, promotional materials, digital marketing, and associated project costs. A detailed breakdown of the proposed budget is attached for your reference.

I believe that this investment will substantially enhance our brand visibility and drive significant growth for the company. Your support is greatly appreciated, and I am available to discuss any questions or provide further justification as needed.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

Mark Robinson  
Marketing Manager  
XYZ Corporation

**Important Notes:**

- Be clear and concise about the reason for the budget request.
- Provide specific details and amounts for transparency.
- Attach supporting documents and a detailed budget breakdown.
- Address the letter to the appropriate recipient or decision-maker.
- Maintain a formal and professional tone throughout the letter.