

Budget Approval Email

Subject: Request for Budget Approval for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your approval for the proposed budget for [Project Name]. The detailed breakdown is attached for your reference.

Kindly review the proposal and let me know if it meets your approval. Your timely response will help us initiate the project as scheduled.

Thank you for your attention.

Best regards,

[Your Name]

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