**APPROVAL LETTER**

**[Today’s Date]**

**Subject:** Budget adjustment needs approval from operations director

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]  
[Phone Number]**

**[Email Address]**

Dear Mr. Anderson,

I am sending this request for your approval of a budget change to our current project. To make this project work successfully, I am requesting an increase in our budget by $4,500 for a new total budget of $34,500. The reason for this change is for additional materials to allow for further product testing before our release. With this supplemental budget, we will be able to ensure the perfect implementation of our electronics to provide a working product before the release.

I know you’ve expressed your concern about the working capacity of this new product, and I want to make sure it’s done right just as much as you do. I would appreciate your approval of this budget change so we can complete our final product testing by the end of the week.

Sincerely,

Joshua Parker  
**[Street Address]**

**[City, State, Zip]**

**[Phone Number]**

**[Email Address]**