

\${date} Dear \${name}, This letter is intended to request for budget on our activity entitled "\${activityname}" that would happen on \${dateofactivity} \${timeofactivity} at \${locationofactivity} to be attended by \${peoplehowillattend} In line with this, we would like to request from your good office \${amounttorequest} by \${dateneededmadawat}. Hoping for your sign consideration. Sincerely yours, \${sender}.