${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 ${peoplewhowillattend}In line with this, we would like to request from your good office ${amounttorequest} by ${dateneededmadawat}.Hoping for your sign consideration.Sincerely yours,${sender}.