

Subject: Meeting Request: Annual Budget Planning

Body: Hi Mark, I hope you're having a productive week. I would like to schedule a meeting with you and the rest of the leadership team to begin planning the annual budget for the next fiscal year. We need to review the past year's performance, forecast future needs, and align on our strategic financial priorities. Our goal is to create a robust and realistic budget that supports our departmental growth objectives while maintaining fiscal responsibility. I'm available next week on Tuesday or Thursday afternoon. Please let me know what works best for you and the team. I look forward to working with you on this important initiative.