

# Request for approval letter to the boss

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**Emily Adams**

Finance Manager

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**David Roberts**

Chief Financial Officer

ABC Corporation

789 Corporate Drive

Dallas, TX 75201

**Subject:** Request for Approval of Budget Increase for Q4 Financial Software Upgrade

**Dear Mr. Roberts,**

I hope this message finds you well. I am writing to formally request your approval for a budget increase of \$25,000 to support the planned upgrade to our financial software in Q4. The current software has shown several inefficiencies in handling our growing volume of transactions, leading to delays in reporting and minor discrepancies in data reconciliation.

The upgrade will provide the following benefits:

- **Improved efficiency** in processing large-scale transactions.
- **Enhanced security** features to protect sensitive financial data.
- **Automated reporting tools** to reduce manual work and human errors.

The total cost of the upgrade, including training and integration, will be \$75,000, which is \$25,000 above the initial budget allocated for this project.

I believe this investment is essential for ensuring smoother financial operations as we scale. Additionally, the upgrade will allow us to reduce future operational costs and improve reporting accuracy.

I kindly request your approval to proceed with this budget increase. Please let me know if you require further information or wish to discuss this in more detail.

Thank you for your consideration.

**Sincerely,**

Emily Adams

Finance Manager

ABC Corporation