

Sample Request for Budget Letter

TO: All agencies and individuals responsible for submission of budgets

FROM: Designated budget officer

SUBJECT: Notice to file 20XX Budget Estimates

You are hereby notified to file, on or before (date), itemized estimates of resources other than taxes, and of all expenditures/uses required by your office or department for the year 20XX. Please refer to the enclosed budget calendar for related deadlines.

The enclosed forms and instructions are provided for the preparation and submission of budget estimates. Please submit all estimates to the budget and finance department. Any questions regarding the procedures, instructions, or forms should be directed to this office.

Your cooperation in meeting scheduled deadlines and responding to requests for additional information will be appreciated by all concerned.

NOTE: This letter may be combined with the Goals and Priorities Statement

