

Letter Announcing Surplus Budget to Upgrade Equipment

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

We are glad to inform that our company has surplus budget this year. The higher authorities of the company will be informed shortly about the amount of budget which has been allocated to each department of the company. Although the funds are very limited yet I believe that they can bring a healthy positive change in the progress of the company. The surplus budget is the best way by which we can solve many problems which are encountered by our staff. All the ideas related to the use of the budget will be available by the end of this month and will be taken in consideration.

Regards,

[You're Name]

[Senders Title] -Optional-