

# Financial Proposal

*Internal Correspondance*

**Submitter**

**Department**

**Name of the Project**

**Estimated Budget**

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## Project Overview

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The \_\_\_\_\_ Project aims to \_\_\_\_\_ and one of the biggest projects of the \_\_\_\_\_ Department. It is anticipated to start on \_\_\_\_\_ and requires different travel plans with the participation of assigned employees.

The project has been approved by the relevant department manager and the detailed financial proposal below is submitted for your review and approval.

## Employee Cost Breakdown

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The cost breakdown by professional fees and travel expenses for each employee are as follows;

Name of Employee	Role in Project	Daily Rate	Number of Days	Total Fee

## Project Deliverables Cost Breakdown

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The project deliverables that should be obtained and details are as follows;

Deliverable	Details	Total Cost

## Total Budget

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Total Project Budget: \$ \_\_\_\_\_

The total budget outlined above represents the estimated costs associated with the project. It is essential to note that the budget is subject to change based on evolving project requirements, unforeseen circumstances, and approval processes within the company. Additional cost items are also submitted for approval along with supporting documents.

This Proposal is valid until \_\_\_\_\_. With considering the project timeline, please respond before this date. If you have any questions, please let us know.

**Name of the Submitter**

**Date**

**Signature**

  

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