

22-08-2011

Request Letter for Budget modification

To whom this may concern:

The rates for the people I have hired to work on this production, '*Dancing Girl*', are higher than what was budgeted. Since I was very particular about who I wanted to work with for this production, I have agreed to the professional rates quoted by my colleagues. It was important for me to put together a team which I trusted completely, and which complied with the practical reality of this production.

In no way shape or form does my decision modify the approved total budget amount. I have subtracted the difference in Professional fees from the Studio Rental and Video camera hire. The total works out to the same.

I would request you to please approve this budget modification.

Sincerely,

Sujata Goel



BUDGET MODIFICATION

Expenditure from November 2010- August 2011

Budget Category	Original Budget	Anticipated Expenditure
Professional Fees	1,12,000	1,26,800
Studio and Video camera hire	65,000	47,200
Sound equipment, computer, sets/props hire	55,000	55,000
Venue and lights hire	29,000	29,000
Publicity costs	15,000	16,800
Total	2,76,000	2,76,000

Sujata Lamb