Date:

**Subject: Budget Surplus Announcement**

To whom it may concern,

With help of great planning and budgeting, we have been able to take benefit of the budget surplus for this financial year. The prudence of the heads of all departments and careful spending of the funds have led us to achieve it this year. As per our next plan, we would now be able to use this surplus budget to purchase office equipment.

If you have any suggestions or recommendations, feel free to reach me with your suggestions so that I can evaluate your requirements.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]