

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for [briefly describe the project/initiative] that aims to [explain the goals and significance of the project].

Our organization, [Your Organization's Name], has been dedicated to [mission statement or brief background about your organization] for [number of years]. With your support, we believe we can [explain what the funding will achieve].

The total amount we are seeking is [specify amount], which will be allocated for [breakdown of how the funds will be used].

We would greatly appreciate the opportunity to discuss this proposal further and explore potential collaboration. Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]