

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

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

Dear [Recipient Name],

I am writing to request funding for the [specific program or project name] under the [specific funding initiative, e.g., AOTC]. We believe that our program aligns with the goals of [mention any relevant goals related to AOTC] and has the potential to make a significant impact in [describe the target community or area].

Our program aims to [briefly describe the purpose and objectives of the program]. We have already formulated a detailed plan outlining the strategies we will implement and the expected outcomes. [Include any relevant statistics or data that support your project].

The total budget for the project is [total amount], and we are seeking a funding contribution of [amount you are requesting]. A detailed budget breakdown is attached for your consideration.

We believe that with your support, we can effectively [explain the bigger impact of your program]. I would be happy to provide any additional information or discuss our proposal further at your convenience.

Thank you for considering our request. We look forward to the possibility of working together to achieve [mention the shared goals or vision].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization Name]
[Your Organization's Mission Statement or Tagline] (optional)
[Attachments: Budget Breakdown, Program Description, etc.]