

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Funding Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Application for [Project Name/Program]

I am writing to formally request funding for [Project Name/Program], a [brief description of the project/program]. Our organization, [Your Organization], is dedicated to [mission statement or purpose], and we are committed to [briefly explain the goals of the project/program].

We are seeking a funding amount of [specific amount] to support this initiative. The funds will be used for [specific uses of the funds, e.g., materials, staffing, implementation].

The objectives of [Project Name/Program] include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

We anticipate that this project will benefit [describe the target population or community and how they will benefit].

Attached to this letter, please find:

1. A detailed project proposal
2. A budget outline
3. Any additional required documents

Thank you for considering our application. We are hopeful for your support in making [Project Name/Program] a reality and for the positive impact it can create in our community.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]