

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding support for [brief description of your project or initiative], which aims to [describe the main goal or impact of your project].

As a [your title/position] at [your organization/community], we believe that this project will [explain how the project aligns with the goals of BGT and the positive impact it will have].

To execute this project successfully, we are seeking funding of [specific amount] to cover [list major expenses, e.g., materials, personnel, outreach efforts].

We are committed to ensuring that our project is sustainable and impactful, and we believe that with your generous support, we can achieve [expected outcomes].

I am happy to provide any additional information or discuss this project further at your convenience. Thank you for considering our request for funding.

Sincerely,

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