

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

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

Dear [Recipient Name],

Subject: Funding Request for [Project/Business Name]

I am writing to express our interest in securing funding for [briefly describe your project or business]. Our company, [Your Company Name], is dedicated to [briefly describe mission or vision].

We are seeking a funding amount of [specific amount] to support [explain what the funds will be used for]. This funding will enable us to [describe the benefits and expected outcomes of the project].

[Include a brief overview of your business plan and any relevant data or projections that support your request.]

We believe that [Recipient Company/Organization Name] aligns with our vision and values, and we would be honored to have you as a partner in this venture.

Thank you for considering our funding request. I look forward to the opportunity to discuss this project in greater detail.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]